



## Photographing and Filming Students

### 1. BACKGROUND

Taking photographs, video or digital images of students is considered an option for maintaining a personal record of events throughout school life. Such records however are considered “personal information” and therefore their use and disclosure are governed by the **Information Privacy Act 2000** (Vic) (IP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the **Copyright Act 1968** (Copyright Act). To comply with these Acts, consent will generally be required from parents/guardians before schools can collect and use student photographs and film.

### 2. PURPOSE

- To ensure the collection and use of student photographs and/or film in the school protects the personal information of individuals and respects the individual’s right to control how and for what purpose their personal information is used.
- To ensure Williamstown Primary School complies with DET policy and guidelines.
- To ensure the school complies with the legislative requirements of the *Copyright Act 1968* and the **Information Privacy Act 2000**.

### 3. DEFINITIONS

“School” means Williamstown Primary School.

### 4. PROCEDURES FOR IMPLEMENTATION

- This policy will be regularly communicated to the parents/guardians and students.

The school will:

- advise parents/guardians when photographs and / or film are to be taken and how they will be stored and used
- control and manage how and when others collect and publish photographs and/or film of students e.g MGSE teachers candidates, media releases
- obtain parents’/guardians’ permission before student photographs and/or film are published in the school newsletter, on the school website, Facebook page and TIQBIZ
- provide parents/guardians with the choice to withhold or withdraw consent for their child to be photographed or filmed
- ensure that a professional photographer engaged by the school signs a Confidentiality Deed prior to being permitted to take school photographs.

The school will advise parents/guardians about:

- the collection, use and disclosure of other school photos, video, film and digital images that may be taken by the school from time to time
- whether or not the school arranges for individual and classroom photographs to be taken each year; and then detail the notification, consent and publication procedures and protocols the school will follow
- parents /guardians of children who participate in school events or performances only photographing or filming their own child.
- The need for careful storage and publication of these photographs / films, in respect for the privacy of others.
- whether the school permits the media to take photographs and film of the students and the notification, consent and publication procedures and protocols that the school will follow

- whether the school permits parents/guardians and students to record school performances, school activities and other school approved activities
- the school's position about the collection, use and disclosure of photographs, video, film, and digital images by third parties.
- For further information please go to the web reference below.
- Please refer also to the school's *Information Privacy Policy* and the *Internet Use/Social Media Policy*.

- Reference:

[www.education.vic.gov.au/school/principals/spag/management/pages/parentpayments.aspx](http://www.education.vic.gov.au/school/principals/spag/management/pages/parentpayments.aspx)

## 5. REVIEW AND POLICY HISTORY

This policy is due for formal review in November 2018 although it may be changed at any time as required after approval by School Council and the Principal or if guidelines change (latest DET update mid December 2013).

### Policy History

Version Approval Date	Summary of Changes
November 2015	New Policy