



# MORNINGTON PRIMARY SCHOOL



## Photographing and Filming Students Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 5976 5500

### Purpose:

At Mornington Primary School we recognise that photography and filming are useful learning and chronicling tools within the school and that they are utilised in many ways.

This policy has been written to ensure that the collection and use of student photographs and film in schools:

- protects the personal information of individuals
- ensures that Mornington Primary School staff, students and parents are able to take and use photos and film of students for educational and chronicling purposes within prescribed guidelines
- respects the individual's right to control how and for what purpose their personal information is used
- complies with the relevant legislation and Department policy.

In general student images are used to:

- record student learning
- record student participation at school and in school events
- celebrate student effort and achievement
- promote the school and events held by the school.

## **Implementation:**

Upon enrolling their child, parents/caregivers will be provided with access to this policy and asked to sign a form either providing or denying the school permission to take photos or film of their child for educational or chronicling purposes. This form should advise parents of when photos or film may be taken and how they will be stored and used. The form should also include the sentence "I understand and agree that if I wish to withdraw this authorisation, it will be my responsibility to inform the school in writing"

Any time a photo or film is to be published outside of school such as in a newspaper or on television, parents should be advised. This does not include the school website or school newsletter.

Parents are able to take photos or film of their own children at school and at school activities and events. However these photos may at times include other students, so we ask parents to '*respect the individual's right to control how and for what purpose their personal information is used*'. This means parents should not forward, share, upload or use images of children other than their own.

At times a parent may be formally asked to take photos on behalf of the school eg camps and sports events. These will be utilised by the school for the reasons listed above.

School staff are able to take photos and film of students at school activities and events. These photos should only be used for educational or chronicling purposes and should be stored on school devices or the school server after being taken.

Pre-service teachers, volunteers and contractors are not permitted to take photos of students for personal use without written consent from parents and the Principal.

Photographs, video or digital images of a student 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 (Cth)* (Copyright Act).

**Note:** Schools must ensure that a professional photographer engaged by the school sign a Confidentiality Deed prior to being permitted to take school photographs.

This table summarises what documentation is required to enable schools to collect, use and disclose photographs, video and digital images in certain circumstances.

Collection type	School use	Disclosure to third parties	Documentation required
Official school photos	Storage on CASES21 School identification cards Compass	Parents / guardians School magazine/Graduation photos	School-level policy Specific Consent Form for School Photographs
Other school photos, video, film, digital images	School newsletters School OneDrive Within the school	School magazine School website Other internet websites Media	School-level policy General Consent Form (if for school use only)
Closed circuit television (CCTV)	Detect and deter vandalism, graffiti or other unwanted activities. Monitor outdoor areas, corridors and other areas of the school. Prohibited in the following circumstances: <ul style="list-style-type: none"> <li>• monitoring the work performance of staff or students</li> <li>• use in toilets, shower and change rooms or staff rooms</li> <li>• concealed or covert cameras in any location.</li> </ul>	Only in very restricted and limited circumstances Note: Contact the Legal Services Unit to obtain advice about your particular circumstances	Compliance with legislation including the Surveillances Devices Act 1999 (Vic). Compliance with Department policies – contact the Security Services Unit for assistance with the guidelines and the approval process.

## FURTHER INFORMATION AND RESOURCES

- the Department’s Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

## REVIEW CYCLE AND EVALUATION

This policy was last updated in October 2020 and is scheduled for review in October 2023.