

129 Photographing, Filming and Recording Students Policy

Purpose

1. To explain to parents/carers:
 - a. how Community College Gippsland and ECG Secondary College, known as CCG for the purpose of this policy collects, uses, and discloses photographs, video, and recordings of students.
 - b. when parent/carer consent is required before photographing, filming, and recording students.
 - c. how consent can be provided and withdrawn.

Scope

2. This policy applies to the general collection, use and disclosure of photographs, video, and recordings (images) of students.
3. The policy does not cover the:
 - use of Closed-Circuit Television (CCTV). The use of CCTV as covered in our school's CCTV policy]
 - use and disclosure of photographs, video, and recordings of adults.
4. There are many occasions during the school year where CCG staff photograph, film or record students participating in school activities or events, for example classroom activities, excursions, camps, and special events, etc].
5. We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions, communicate with our parents/carers and school community in newsletters and as appropriate for CCG. There may also be occasions where we take images to support student behaviour management or to fulfil legal obligations. Further detail is provided within this policy.
6. In addition to the above, there may be situations where a third-party requests to take, use or disclose images of students.
7. This policy outlines the practices that CCG has in place for the collection, use and disclosure of images of students to ensure compliance with the Privacy and Data Protection Act 2014 (Vic). It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

Consent

8. The Photographing, Filming and Recording Students Consent Form is provided by CCG at enrolment. This form applies to standard uses of images for the time your child attends the school. Standard uses are defined in the following sections.

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|---------------|--|----------------|----------|--------------------|-------------------------|
| Document ID: | 129 Photographing, Filming and Recording Students Policy | | | No. of pages: | 1 of 5 |
| TOID: | 4181 | School no: | 2062 | Previous revision: | Apr-2024 |
| Revision no.: | 1 | Revision date: | Apr-2024 | Next revision: | Apr-2027 or as required |

9. For non-standard uses, where consent is required, parents/carers will be sent a consent form for that specific situation. Schools will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.
10. If at any time parents/carers wish to withdraw their consent, they can by contacting CCG on 5622 6000. If consent is withdrawn verbally, the school will make a written record of this. However:
 - if the images have already been published and are in the public domain, it may not be possible to remove them.
 - CCG can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Image use within the physical school environment

11. CCG may photograph, film or record students to use within the physical school environment, including:
 - for display in school classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements)
 - other, e.g. staff training or professional learning.
12. Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

Image use within the school community

13. CCG may photograph, film or record students to use within the school community, including:
 - a) in the school's online communication, learning and teaching tools.
 - b) in the school magazine or yearbook
 - c) other
14. A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

Image use beyond the school community

15. Photographs, video, or recordings of students may also be used in publications that are accessible to the public, including:
 - on the school's website (including in the school newsletter which is publicly available on the website)
 - on the school's social media accounts
16. A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given,

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|---------------|--|----------------|----------|--------------------|-------------------------|
| Document ID: | 129 Photographing, Filming and Recording Students Policy | | | No. of pages: | 2 of 5 |
| TOID: | 4181 | School no: | 2062 | Previous revision: | Apr-2024 |
| Revision no.: | 1 | Revision date: | Apr-2024 | Next revision: | Apr-2027 or as required |

applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

17. We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Media

18. The media may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.
19. When CCG receives such requests, our college will:
- provide parents/carers with information about the organisation involved and when and for what purposes the photography, filming or recording will occur.
 - seek prior, express parent/carer consent in writing.
20. Students will only be photographed, filmed, or recorded by the media at school if express consent is provided for that specific media event. Neither the school nor the department own or control any photographs, video or recordings of students taken by the media.

Research

21. On occasion, the school may agree to research projects being conducted at the college. If this occurs, parent/carer consent will be sought for student participation, including any photography, or recording of students.

Closed Circuit Television (CCTV)

22. Our CCTV system is managed in accordance with our CCTV Policy found on our college website. Further information about how CCTV is managed and operated is available in our CCTV Privacy Notice.

Other external collection, use or disclosure

23. If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, CCG will:
- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur.
 - seek prior, express parent/carer consent in writing.

Images to manage student behaviour or fulfil our school's legal obligations including child safety

24. On occasion, it may be necessary for school staff to photograph, film or record students and/or use images to:
- fulfil legal obligations, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
 - provide a safe and suitable workplace (occupational health and safety law)
 - supporting students' social and emotional wellbeing, and health (duty of care)

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|---------------|--|----------------|----------|--------------------|-------------------------|
| Document ID: | 129 Photographing, Filming and Recording Students Policy | | | No. of pages: | 3 of 5 |
| TOID: | 4181 | School no: | 2062 | Previous revision: | Apr-2024 |
| Revision no.: | 1 | Revision date: | Apr-2024 | Next revision: | Apr-2027 or as required |

- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

25. CCG does not require or obtain consent from parents/carers or students to photograph, film or record students, or to use these images, for these reasons. However, when CCG photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is necessary, reasonable and appropriate in the circumstances.

Child Safe Standards

26. CCG will use student images reasonably, appropriately, and sensitively, consistent with our obligations under the Child Safe Standards and CCG's Child Safety and Wellbeing Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact CCG on 5622 6000.

Curriculum-based activities

27. Photographs, film, and recordings of students may be collected and used for curriculum-based activities (i.e. class work) as part of standard learning and teaching practices. does not require or obtain consent for this. Access is limited to students and relevant teaching staff. Parents/carers may have access to images of their own child in this context.

Professional development

28. Occasionally, teachers and classes may be recorded for professional development purposes to improve the delivery of educational services. CCG does not require or obtain consent for this; however, the recordings will only be used internally and for the specific purpose of staff development.

Storage of images

29. Photographs, video, and recordings of students taken by CCG will be stored in our secure document storage systems with restricted access. Any photographs, videos or recordings made on devices, including non-school issued devices, will be transferred to secure school systems, and removed from the devices as soon as reasonably possible.

Images taken by the school community

30. CCG endeavours to respect the privacy of all members of our school community and requests that parents/carers, students, and invited guests do not photograph, film, or record school events and school-approved activities.
31. The college does not own or control any images of students taken by parents/carers, students, or their invited guests at school activities.

Communication

32. This policy will be communicated to our school community in the following ways:

- On enrolment (required)
- An annual reminder (required) [e.g. Compass Communication]
- Available publicly on our school's website (required).

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|---------------|--|----------------|----------|--------------------|-------------------------|
| Document ID: | 129 Photographing, Filming and Recording Students Policy | | | No. of pages: | 4 of 5 |
| TOID: | 4181 | School no: | 2062 | Previous revision: | Apr-2024 |
| Revision no.: | 1 | Revision date: | Apr-2024 | Next revision: | Apr-2027 or as required |

- Included in staff induction processes and staff training.
- Included in staff handbook/manual.
- Discussed at staff briefings/meetings, as required.
- Included in transition and enrolment packs.
- Discussed at parent information sessions.
- Hard copy available from school administration upon request.

Relationships

- CCTV Policy
- Information Privacy Policy

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|---------------|--|----------------|----------|--------------------|-------------------------|
| Document ID: | 129 Photographing, Filming and Recording Students Policy | | | No. of pages: | 5 of 5 |
| TOID: | 4181 | School no: | 2062 | Previous revision: | Apr-2024 |
| Revision no.: | 1 | Revision date: | Apr-2024 | Next revision: | Apr-2027 or as required |