

PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY

If you need help to understand the information in this policy, please contact 964

(Vic). It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

Consent

The Photographing, Filming and Recording Students Consent Form is provided by Port Phillip Specialist School 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.

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.

If at any time parents/carers wish to withdraw their consent, they can by contacting the office on 9646 0855 or port.phillip.ss@education.vic.gov.au. If consent is withdrawn verbally, the school will make a written record of this.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
- the school 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

Port Phillip Specialist School 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 on display during school events, e.g. the Arts Festival

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 Consent, if given, applies until it is withdrawn or changed.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 within the school community

Port Phillip Specialist School may photograph, film or record students to use within the school community, including:

- online communication, learning and teaching tools (e.g., emails, classroom blogs or apps that can only be accessed by students, parents/carers and school staff with passwords.)
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Image use beyond the school community

Photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

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