

# NOBLE PARK PRIMARY SCHOOL



## Photographing, Filming and Recording students Annual Consent Form and Collection Notice 2024

### **Help For Non-English speakers**

If you need help to understand the information in this policy, please contact Noble Park Primary School on: (03) 9546 8811

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents and school community in newsletters and on classroom blogs/apps etc.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (eg concerts, sports events etc) do so in a respectful and safe manner and that any photographs, video or recordings ("images" of students) are not publicly posted (eg to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact the school on (03) 9456 8811.

### **A. Use or disclosure within the school community**

Images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

- in the school's communication, learning and teaching tools, school administrative tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords, including but not limited to Google Classrooms, Seesaw, Compass, Sentral and CASES21)
- for display in school classrooms, on noticeboards, on posters, etc
- to support student's health and wellbeing (eg. photographs of pencil grip to assist in OT assessments, social stories)

### **B. Use or disclosure in publications/locations that are publicly accessible**

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

- on the school's website
- on the school's social media accounts

*We aspire to create an inclusive school community that embraces opportunity and inspires individuals to collaborate, learn and achieve.*



- in the school's Newsletter
- in the school's iNewsletter

Your child may be identified by first name only in these images (or not named at all).

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

## Privacy

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Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education (**the Department**). The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information.

For further information see [Schools' Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

## Ownership and Reproduction

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Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

## Opt Out

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Noble Park Primary School understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – see our *Photographing, Filming and Recording Students Policy*).

**If you have read this notice and are comfortable with the school using photographs, video or recordings of your child as described above, please sign and return the section below and return to the school.**

I have read this form and I **give consent** to Noble Park Primary School using photographs, video or recordings of my child (named below) to appear in the following ways:

- Use within the school community** (eg in the school's communication, learning and teaching tools, on display around the school)
- Use in publications/locations that are publicly accessible** (eg on the school's website, on the school's social media accounts, in the school's Newsletter, in the school's iNewsletter and in promotional material for the school)

*Note that you may choose to **OPT OUT** of both or only one type of use.*

- I do not give consent for my child to have their photograph displayed outside of their classroom.

*Further information is available in the Noble Park Primary School's Photographing, Filming and Recording Students Policy*

|                      |                 |
|----------------------|-----------------|
| Name of Student      |                 |
| Home Group           |                 |
| Name of parent/carer |                 |
| Signature            |                 |
| Date                 | ___ / ___ / ___ |

\*Please contact the school if you have any questions or concerns

