

PURPOSE

To explain to families how Upwey High School will collect, use and disclose photographs, video and recordings of students, how families consent can be provided and how it can be withdrawn.

SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings (“images”) of students. It does not cover the use of Closed Circuit Television (CCTV).

POLICY

This policy outlines the practices that Upwey High School 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explains the circumstances in which Upwey High School will seek families consent and how consent can be provided and/or withdrawn.

As a general rule, use relates to images which are shared and distributed only within the school for school purposes (i.e. ID photos, Daymap), whilst disclosure is used for images which are shared and distributed outside of the school staff and are available to other students, families and the wider school community.

Upwey High School will ensure that families are notified upon enrolment and at the commencement of each school year of the ways in which our school may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example classroom activities, sports events, concerts, excursions, camps and tours. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student’s learning journey, camps, excursions, sports events, communicate with our families and school community on SkoolBag and the school’s Facebook page

Upwey High School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school’s Child Safety Policy. If at any time a family or student has a concern about the use of any images they should contact the Team Leader or school.

In addition to the processes outlined below, families can contact the school at any time to withdraw their consent for any future collection, use or disclosure of images of their child. However:

- if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.
- The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Official school photographs

Each year Upwey High School will arrange for a professional photographer to take official school photographs of students. This will generally involve individual photos being taken.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards
- stored on CASES21 for educational and administrative purposes.

There is no obligation on any parent or family to purchase any photographs taken.

Images for use and disclosure within the school community and ordinary school communications

From time to time Upwey High School may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents or school staff with passwords (eg Daymap)
- for display in school classrooms, on noticeboards etc
- on the school's website and social media

An Annual Consent Form and Collection Notice will be distributed to families on enrolment and also in the Information Packages for the following year.

Images to be used or disclosed outside the school community

External use or disclosure by the school

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 –
- in the school magazine

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment and through the Information Packages for the following year. We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Media

The media, or the Department of Education and Training's media team, 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.

When our school receives such requests Upwey High School will:

- provide families with information about the organisation involved and when/for what purposes the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

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.

Other external collection, use or disclosure

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, Upwey High School will:

- provide families with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express family consent in writing.

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

On occasion it may be necessary for school staff to photograph, film or record students when necessary 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)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

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

Staff use of personal devices

School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the images to Z drive the school database and delete the images from their device within a week of the images being captured.

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

REVIEW CYCLE AND EVALUATION

Policy reviewed by:

Education Committee June 2021

Date ratified by School Council:

June 2021