



# Photographing, Recording and Filming Student Policy

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## Location

All Coburg High School policies are located under the ‘community tab’ on Compass, sub-section ‘School Documentation’ and then ‘Policies.’

## Language Opportunities



If you require this document to be translated into another language, please contact:

[info@coburg.vic.edu.au](mailto:info@coburg.vic.edu.au)

Se si richiede che questo documento sia tradotto in un'altra lingua, si prega di contattare:

[info@coburg.vic.gov.au](mailto:info@coburg.vic.gov.au)

Εάν ζητήσετε να μεταφραστεί αυτό το έγγραφο σε άλλη γλώσσα, επικοινωνήστε με την ηλεκτρονική διεύθυνση

[info@coburg.vic.edu.au](mailto:info@coburg.vic.edu.au)

यदि आपको इस दस्तावेज़ को किसी अन्य भाषा में अनुवादित करने की आवश्यकता है, तो कृपया संपर्क करें:

[info@coburg.vic.edu.au](mailto:info@coburg.vic.edu.au)

اگر شما نیاز دارید که این سند به زبان دیگری ترجمه شود ، لطفاً با این آدرس تماس بگیرید:

หากคุณต้องการแปลเอกสารนี้เป็นภาษาอื่นกรุณาติดต่อ: [info@coburg.vic.edu.au](mailto:info@coburg.vic.edu.au)

إذا كنت تريد ترجمة هذا المستند إلى لغة أخرى ، فيرجى الاتصال بـ: [info@coburg.vic.edu.au](mailto:info@coburg.vic.edu.au)

## Purpose

To explain to parents/carers:

- how Coburg High School collects, uses and discloses photographs, video and recordings of students
- when parent/carer consent is required before photographing, filming and recording students
- how consent can be provided and withdrawn.

## Scope

- This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students.
- The policy does not cover the:
  - use of Closed-Circuit Television (CCTV). The use of CCTV is covered in the department's CCTV in Schools Policy.
  - use and disclosure of photographs, video and recordings of adults.

## Policy

There are many occasions during the school year where Coburg High School staff photograph, film or record students participating in school activities or events, for example, completing classroom activities, on camp and at school concerts.

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/carers and school community in newsletters and on social media. 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.

In addition to the above, there may be situations where a third party requests to take, use or disclose images of students.

This policy outlines the practices that Coburg 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 we will seek parent/carer consent and how consent can be provided and/or withdrawn.

## Consent

The *Photographing, Filming and Recording Students Notice* is provided by Coburg High School via Compass under 'School Documentation'. This document 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 notified via Compass 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.

Parents/carers can withdraw their consent for any future collection, use or disclosure of images of their child via the *Photographing, Filming and Recording Students Notice* 'Opt Out' section. Please note however:

- if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.
- There may be occasions when the school will record whole of school or large group events [and make those recordings available to the school community], such as camps and school concerts, and if your child participates, they may appear in these recordings which will be available to the whole school community. It is an expectation that the carer discuss the No Consent to Photograph condition with the child so they know to absent themselves from photos collected for such purposes. If they do not absent themselves, we cannot guarantee they won't appear in a photo and as such they may need to consider participation in the event.
- The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Coburg 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 parent/carer or student has a concern about the use of any images they should contact the school at [coburg.hs@edumail.vic.gov.au](mailto:coburg.hs@edumail.vic.gov.au).

## Image use within the school community

Coburg 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 or apps that can only be accessed by students, parents/carers and school staff with passwords. Examples include Compass and Google Classroom.
- For display in school classrooms, on notice boards etc
- In the school newsletter
- To support student's health and wellbeing (eg photographs on anaphylaxis action plans)

A *Photographing, Filming and Recording Students Notice*, available on Compass under School Documentation, will provide parents/carers opportunities to opt out of consent for image use and disclosure within the school community.

### **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:

- On the school's website. including in the school newsletter which is publicly available on the website
- On the school's social media accounts

The *Photographing, Filming and Recording Students Notice* also covers these types of uses and provides parents/carers the opportunity to opt out of consent for image use and disclosure outside the school community. We will notify parents/carers if we are considering using any images of your child for specific advertising or promotional purposes outside of those above.

### **Media**

The media, or the Department of Education'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 Coburg High School will make sure the Event on Compass includes a question about consent to photograph/film/record, alongside providing parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur. Neither the school nor the Department own or control any photographs, video or recordings of students taken by the media.

### **Research**

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

### **Closed Circuit Television (CCTV)**

Parent or carer consent is not required for a school to install CCTV. Coburg High School informs the school community of the presence of CCTV through channels such as the school newsletter and signage posted on the school grounds. Our school's CCTV system is managed in accordance with the department's [CCTV Installation and Management Policy](#).

## **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, Coburg High School will make sure the Event on Compass includes a question about consent to photograph/film/record, alongside providing parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur. Neither the school nor the Department own or control any photographs, video or recordings of students taken by the media.

## **Official school photographs**

Each year Coburg High School will arrange for a professional photographer to take official school photographs of students. This will generally involve individual photos, and sometimes class 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 carer to purchase any photographs taken however students are required to have at least an individual photograph taken, for identification and administration purposes (on Compass and CASES21).

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

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

Coburg High School 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 Coburg 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 necessary, reasonable and appropriate in the circumstances.

## **Child Safe Standards**

Coburg 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 and Wellbeing Policy. If at any time a parent/carers or student has a concern about the use of any images they should contact the school via email ([coburg.hs@edumail.vic.gov.au](mailto:coburg.hs@edumail.vic.gov.au)).

## **Curriculum-based activities**

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. Coburg High School 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**

Occasionally, teachers and classes may be recorded for professional development purposes to improve the delivery of educational services. Coburg High School 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**

Photographs, video and recordings of students taken by Coburg High School 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**

Coburg High School endeavours to respect the privacy of all members of our school community and typically requests that parents/carers, students and invited guests not photograph, film or record school performances, sporting events and other school-approved activities. On occasions where it is permitted, it must be done in a respectful and safe manner and that any photos, video or recordings (“images”) of students are not publicly posted (eg to a social media account) without the permission of the relevant parent/carer.

Neither the school nor the Department own or control any images of students taken by parents/carers, students or their invited guests at school activities.

## **Communication**

- This policy will be communicated to our school community via enrolment paperwork, the website and on Compass under School Documentation.
- An annual privacy reminder is also provided via the school newsletter.

## **Further Information and Resources**

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

## Policy Review and Approval

Policy last reviewed	2024
Approved by	Principal
Next scheduled review date	2028