



Yarraville West Primary School

Photographing, Filming and Recording Students at Yarraville West Primary School

CONSENT FORM

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 particular learning programs, or document a student's camp experience.

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 (e.g. concerts, sports events etc.) do so in a respectful and safe manner and that any photos, video or recordings ("images" of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

USE OR DISCLOSURE WITHIN THE SCHOOL COMMUNITY

Unless you tell us otherwise (below), images of your child may be used by our school within the school community, as described here.

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 (for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords)
- for display in school classrooms and on noticeboards
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)

USE OR DISCLOSURE IN PUBLICATIONS/LOCATIONS THAT ARE PUBLICLY ACCESSIBLE

Unless you tell us otherwise (below), photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website
- in the school newsletter
- on learning platforms such as Seesaw

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

If we are considering using any images of your child for specific advertising or promotional purposes, we will notify you individually for specific consent.

PRIVACY

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 and Training (**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>

OWNERSHIP AND REPRODUCTION

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.

CONSENT:

Parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child.

If you are comfortable with your child's images being used as described above, you do not need to take any further action.

If you **DO NOT** want images of your child to be used by our school, **please complete the form below** and return it, via email, to yarraville.west.ps@education.vic.gov.au . The subject line of the email must say *Photography Consent*.

I have read this form and I **do not consent** to Yarraville West Primary School using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the school community** (e.g. in the school's communication, learning and teaching tools, on display around the school, in the school's newsletter)
- Use in publications/locations that are publicly accessible** (e.g. on the school's website, on the school's social media accounts)

Full name child 1	
Full name child 2	
Full name child 3	
Name of parent/carers	
Signature of Parent/Carer	
Date	___ / ___ / _____

Note that you may choose to opt out of both or only one type of use.