Photographing and Filming Policy

Reason for this Policy
The purpose of this policy is to ensure the collection and use of student photographs and/or film at Hallam Senior College:

- protects the personal information of individuals
- respects the individual's right to control how and for what purpose their personal information is used
- complies with the relevant legislation and Department policy.

Aims
The aim of this policy is to:

- advise parents/guardians when photographs and/or film are to be taken and how they will be stored and used
- provide parents/guardians with the choice to withhold or withdraw consent for their child to be photographed or filmed
- control and manage how and when others collect and publish photographs and/or film of students
- obtain parents'/guardians' permission before student photographs and/or film are published
- provide guidelines for parents regarding photographing or filming their children participating in school events or performances.

Implementation
The School's photographing and filming will operate in accordance with the Information Privacy Act 2000 (Vic) and Copyright Act 1968 as set out by the Department's guidelines.

This policy will be placed on the school's website and parents will be reminded annually of the policy's existence.

The school procedures for recording and publishing student photographs, video, audio and work samples include:

- **General Consent** - The school will distribute a General Consent Form (Parent Consent for Recording & Publishing), at the time of enrolment. This form clearly states that should a parent wish to change their consent, they can do so by advising the Principal in writing.

- The school **will not** photograph, video or audio record students and/or their work samples where permission has not been granted *(see General Consent Form)* except for the purposes of student management *(see clause 5.8 & clause 5.9)*, assessment, professional development and school photographs *(see clause 5.3)*.

- **School Photographs** - the school arranges for individual and classroom photographs to be taken each year. Parents will be advised, in writing, at least one week prior to school photographs being taken. Parents will be given the option to 'opt out' of participating in school photographs, by writing to the School Principal. The school will store the photographs on the School’s CASES21 database. CASES21 is used for educational and administrative purposes and access is restricted to school employees and Department technical support staff. Photographs are also stored on Compass, the school's student management system & Accelerus, the school's reporting system. Access to photographs on Compass and Accelerus is restricted to school employees and Department of Education and Training technical support staff.

- **Specific Consent** - permission slips will be issued for activities which are not covered by the General Consent Form and/or, involve circumstances which are unique and different, and/or, disclosure to third parties.

- **Media** – from time to time the school will, with the Principal's prior approval, permit the Media to take photographs and film of the students. The school will only allow the Media to photograph and film students who have given permission, *(see General Consent Form)*.

- **Ad Hoc** - from time to time the school will photograph, video, film students and/or their work samples who have given permission, *(see General Consent Form)*.

- **School Performances & sporting events** - the school permits parents/carers and students to record school performances, school activities and other school approved events. Photographs, video and audio recordings are for parents own use and not for publication as some parents may not have consented, *(see General Consent Form and the Information Privacy Act 2000 (Vic) and Copyright Act 1968)*. The school will not necessarily know the details of individuals who are taking photographs or recordings. For example, school theatre performances and sporting events may have people from outside the school (and outside the school’s control) photographing the event.

Continued
Hallam Senior College: Photographing and Filming Policy

- **CCTV** – the school has CCTV installed to assist with the protection of facilities and to assist in the management of students. CCTV is not used to monitor the work of teachers or students but may be used to assist the monitoring of student behaviour in certain areas of the school. CCTV footage may be disclosed to Victoria Police when the disclosure is necessary to assist with the prevention, detection, investigation, prosecution or punishment of criminal offences.

- **Photography for student management purposes** - There are times when the school will take photographs of students for student management purposes. These photos will be taken using school cameras whenever possible and will be used to identify students whose behaviour may be considered by staff to be endangering the wellbeing and safety of themselves or other members of the school community. When a staff member does not have a school camera and they deem it necessary for health and safety reasons that a photograph will assist prevention of immediate or future harm to any member of the school community they may use a personal camera to photograph persons or incidents. Circumstances could include dangerous driving, threatening behaviour or the need to identify an unknown person.

- **Third Parties** - the school will allow third parties who have signed a Confidentiality Deed (Department proforma) to photograph, video, film students and/or their work samples who have given permission, see General Consent Form (Parent Consent for Recording & Publishing).

**EVALUATION**

Policy ratified by School Council: 7 December 2015

Review: Annually or as needed by changes to DET policy

Next Review: November 2016

Author and Reviewers: B. Bowling