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Cranbourne North, 3977  
Phone: 5995 7139

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Website: [www.cgps.vic.edu.au](http://www.cgps.vic.edu.au)

Instagram: courtenaygardensps

YouTube: Courtenay Gardens PS

Principal: Alison Lough

## Media Consent

### ***Photographing, Filming and Recording both Visual and Audio of Students at Courtenay Gardens Primary School Annual Consent Form and Collection Notice***

Dear Parent / Carer,

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:

- Assembly students of the week
- To celebrate student participation and achievement
- Showcase particular learning programs
- Document a student's learning journey / camps / excursions / sports events
- Recording of media / CGPS TV for the school's YouTube account.

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) 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.

The 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).

**Once you have read this notice, please complete and return the form on page 3 to the school office.**

This form is consistent with the Department of Education recommended Annual Consent Form.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 5995 7139 or [courtenay.gardens.ps@education.vic.gov.au](mailto:courtenay.gardens.ps@education.vic.gov.au)

Kind Regards,

Alison Lough  
Principal

## Explanations

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

### 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 both visual and audio of students may be used within the school community in any of but not limited to 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 e.g. O365, G-Suite, SeeSaw, Compass, etc.)
- for display on CGPS TV, school classrooms, on noticeboards around the school etc.
- for communication with staff to support student's health and wellbeing (e.g. medical conditions, allergies, yard/classroom behavioural reasons)

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

Photographs, video, or recordings both visual and audio 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 including YouTube and Instagram
- in the school yearly yearbook magazine

#### Note:

Photographs, video, or recordings both visual and audio of students may refer to but not limited to from events, parades, assemblies, classroom activities and learning, etc.

We will notify you through our communication process if we intend to include any other social media throughout the year.

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 both visual and audio 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 and audio 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

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Copyright in the images and audio 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.

**PLEASE COMPLETE THE SECTION/S BELOW BASED ON EXPLANATIONS ON PAGE 2.**

I have read this form regarding Courtenay Gardens Primary School using photos, video or recordings of my child (named below) to appear in the following ways:

**I DO CONSENT / DO NOT CONSENT {Please Circle}**

- A. To use **within the school community** (e.g. in the school's communication, learning and teaching tools, on display around the school.)

**I DO CONSENT / DO NOT CONSENT {Please Circle}**

- B. To use **in publications/locations that are publicly accessible** (e.g. on the school's website, on the school's social media accounts, in promotional material for the school)

*Note:*

- *You may choose to opt out of both or only one type of use.*
- *It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.*

<b>Name of Student</b>	
<b>Student's Class</b>	
<b>Name of parent/carer</b>	
<b>Signature</b>	
<b>Date</b>	