

Dear Parents & Carers,

Attached is the Department of Education's updated Photographing, Filming and Recording Students at Courtenay Gardens Primary School Consent Form. I would like to bring to your attention the reasons for the modifications to the consent form.

1. improve clarity by being more explicit and providing more examples
2. rework the two sections on image use and disclosure within and outside the school community to create a new grouping for image use in the physical school environment
3. include a section on recording teachers and classes for professional development purposes
4. include a section on collecting and using photographs, film and recordings of students for curriculum-based activities
5. include wording that allows schools to rely on their annual privacy reminder to families to keep consent current rather than send out a form each year
6. align with the updated Template Consent Form - Photographing, Filming and Recording Students (previously referred to as the annual consent form)

If you have any questions, please do not hesitate to contact the school on 5995 7139.

Regards,

Alison Lough

Principal

## Photographing, Filming and Recording Students at Courtenay Gardens Primary School Consent Form

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including:

- Presentations and awards at assembly.
- To celebrate student participation and achievement.
- Highlight learning programs.
- Document a student's learning journey / camps / excursions / sports events; and
- Recording of media for the school's Social Media accounts and website.

### Our Photographing, Filming and Recording Students Policy

The [Photographing, Filming & Recording Students Policy](#) describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.

**Please note** there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact the office on 5995 7139.

### This Consent Form describes:

- situations where consent is required and seeks that consent
- how personal information will be managed regarding privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us in writing by email to [courtenay.gardens.ps@education.vic.gov.au](mailto:courtenay.gardens.ps@education.vic.gov.au). If consent is withdrawn verbally, we will make a written record of this. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our Photographing, Filming and Recording Students Policy via the school newsletter. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school. We ask that parents/carers, students and invited guests do not photograph, film or record school performances, sporting events and other school activities.

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact our school on 5995 7139.

### Privacy

Photographs, video and recordings (images) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information. The school is part of the Department of Education (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 refer to the Schools' Privacy Policy. [www.education.vic.gov.au/Pages/schoolsprivacypolicy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy)

## **Ownership and reproduction**

The school will own copyright in the images. 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 for use of images**

Our school uses images in several ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

### **Use of images within the physical school environment**

If you consent, photographs, video or recordings of your child may be used by our school within the school environment in any of the following ways

- for display in school classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements).
- to celebrate student participation and achievement.
- Highlight learning programs.
- document a student's learning journey / camps / excursions/ sports events; and

### **Use of images within the school community**

If you consent, photographs, video or recordings of your child may be used by our school within the school community in the school's online communication, learning and teaching tools (e.g. classroom bios or apps that can only be accessed by students, parents/carers and school staff with passwords.)

### **Use of images beyond the school community/publicly**

If you consent, photographs, video or recordings of your child may 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 public social media Instagram and YouTube accounts

We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes.

## Your consent

I have read this form and I consent to Courtenay Gardens Primary School collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways.

Indicate your consent for the three options by using the tick boxes.

- I consent to the use of images of my child within **the physical school environment**
- I consent to the use of images of my child **within the school community**
- I consent to the use of images of my child beyond **the school community/publicly, i.e. the school's website and social media accounts**

**Name of student:**

**Name of parent/carer:**

**Signature:**

**Date:**

Further information about how Courtenay Gardens Primary School collects and uses photos, video and recordings of students is available in our Photographing, Filming and Recording Students Policy [Photographing, Filming & Recording Students Policy](#), including use of images that do not require consent, e.g. to fulfil legal obligations or for identification purposes.

If you do not return this form to the school, we will assume that you do not consent to the optional uses as described above.