

PHOTOGRAPHY, FILMING AND RECORDING STUDENTS POLICY

PURPOSE

To explain to parents/carers how Blackburn High School will collect, use and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.

SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings of students. It does not cover the use of Cosed Circuit Television (CCTV). The use of CCTV

POLICY

This policy outlines the practices that Blackburn High School has in place for the collection, use and disclosure of images of students to ensure compliance with the

(Vic). It also explains the circumstances in which Blackburn High School will seek parent/carer consent and how consent can be provided and/or withdrawn.

As a general rule, use relates to images which are shared and distributed only within the school for school purposes (i.e. ID photos, XUNO), whilst disclosure is used for images which are shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community.

Blackburn High School will ensure that parents/carers are notified upon enrolment and at the commencement of each school year of the ways in which our school may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example: classroom activities, sports events, concerts, excursions, camps etc]. We do this for many reasons including as an assessment tool, to celebrate

learning journey/camps/ excursions/ sports events, communicate with our parents/ carers and school community in newsletters and in the school yearbook.

Blackburn High School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards. If at any time a parent/carer or student has a concern about the use of any images they should contact the teacher-in-charge of the activity.

In addition to the processes outlined below, parents/carers can contact the teacher-in-charge of the activity at any time to withdraw their consent for any future collection, use or disclosure of images of their child. 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if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.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 through media sales] such as school concerts, House Performing Arts etc and if your child participates, they may appear in these recordings which may be available to the whole school community.

The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Official school photographs

Each year Blackburn High School will arrange for a professional photographer to take official school photographs of students. This will generally involve composite Mentor Group photos and individual photos being taken.

Official school photographs may be:

purchased by parents/carers

hool newsletter which is publicly available on the

website in the school yearbook

On occasion it may be necessary for school staff to photograph, film or record students when necessary 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)
- o provide a safe and suitable workplace (occupational health and safety law)

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

Blackburn High School does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Blackburn 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 reasonable and appropriate in the circumstances.

Staff use of personal devices

School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the images to the school