



PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY

PURPOSE

To explain to parents/carers:

- how Benton Junior College collects, uses and discloses photographs, video and recordings of students
- when parent/carer consent is required before photographing, filming and recording students
- how consent can be provided and withdrawn.

SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students.

The policy does not cover the:

- use and disclosure of photographs, video and recordings of adults.

POLICY

There are many occasions during the school year where Benton Junior College 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 to celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/carers and school community in newsletters or on social media. There may also be occasions where we take images to support student behaviour management or to fulfil legal obligations. Further detail is provided within this policy.

In addition to the above, there may be situations where a third-party requests to take, use or disclose images of students.

This policy outlines the practices that Benton Junior College has in place for the collection, use and disclosure of images of students to ensure compliance with the *Privacy and Data Protection Act 2014* (Vic). It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

Consent

The Photographing, Filming and Recording Students Consent Form is provided by Benton Junior College at enrolment. This form applies to standard uses of images for the time your child attends the school. Standard uses are defined in the following sections.

For non-standard uses, where consent is required, parents/carers will be sent a consent form for that specific situation. Schools will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

If at any time parents/carers wish to withdraw their consent, they can by contacting the school by email at benton.jr.co@education.vic.gov.au or via phone on 5973 9100. If consent is withdrawn verbally, the school will make a written record of this. However:

- if the images have already been published and are in the public domain, it may not be possible to remove them
- the school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Image use within the physical school environment

Benton Junior College may photograph, film or record students to use within the physical school environment, including:

- for display in school classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements)

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

Image use within the school community

Benton Junior College may photograph, film or record students to use within the school community, including:

[Amend the options below so that they reflect how your school will use the images within the school]

- in the school's online communication, learning and teaching tools (e.g., emails or Compass that can only be accessed by students, parents/carers and school staff with passwords.)
- in the school's newsletter

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

Image use beyond the school community

Photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's public social media account – Facebook 'Benton Junior College'

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or

changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

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

Media

The media, or the Department of Education's media team, may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When Benton Junior College receives such requests, our school will:

- provide parents/carers with information about the organisation involved and when and for what purposes the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

Students will only be photographed, filmed or recorded by the media at school if express consent is provided for that specific media event. Neither the school nor the department own or control any photographs, video or recordings of students taken by the media.

Research

On occasion, the school may agree to research projects being conducted at the school. If this occurs, parent/carer consent will be sought for student participation, including any photography or recording of students.

Closed Circuit Television (CCTV)

Parent or carer consent is not required for a school to install CCTV. However, Benton Junior College will inform the school community of the intention to install a CCTV through (appropriate channels such as: a newsletter article; a statement on the school website; posted material within the school grounds). Installation of CCTV will be done in accordance with the department's [CCTV Installation and Management Policy](#).

Other external collection, use or disclosure

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, Benton Junior College will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

Official school photographs

Each year Benton Junior College will arrange for a professional photographer to take official school photographs of students. This will generally involve both class photos and individual photos being taken.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards and student identity verification letters
- stored on CASES21 for educational and administrative purposes, including Compass

Benton Junior College will notify parents/carers in advance of the official school photographs being taken to give them an opportunity to decide whether their child will be included in the photographs.

Parents/carers who choose to opt out of having their child participate in official school photographs must contact the school by email at Benton.jr.co@education.vic.gov.au or via phone on 5973 9100 before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent or carer to purchase any photographs taken. However, the school will need to discuss with these parents/carers alternative arrangements for identifying students in emergencies and for other essential purposes.

Images to manage student behaviour or fulfil our school's legal obligations, including child safety

On occasion, it may be necessary for school staff to photograph, film or record students and/or use images 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)
 - provide a safe and suitable workplace (occupational health and safety law)
 - supporting students' social and emotional wellbeing, and health (duty of care)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Benton Junior College does not require or obtain consent from parents/carers or students to photograph, film or record students, or to use these images, for these reasons. However, when Benton Junior College photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is necessary, reasonable and appropriate in the circumstances.

Child Safe Standards

Benton Junior College will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety and Wellbeing Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact the principal team at benton.jr.co@education.vic.gov.au or 5973 9100.

Curriculum-based activities

Photographs, film and recordings of students may be collected and used for curriculum-based activities (i.e. class work) as part of standard learning and teaching practices. Benton Junior College does not require or obtain consent for this. Access is limited to students and relevant teaching staff. Parents/carers may have access to images of their own child in this context.

Professional development

Occasionally, teachers and classes may be recorded for professional development purposes to improve the delivery of educational services. Benton Junior College does not require or obtain

consent for this, however the recordings will only be used internally and for the specific purpose of staff development.

Storage of images

Photographs, video and recordings of students taken by Benton Junior College will be stored in our secure document storage systems with restricted access. Any photographs, videos or recordings made on devices, including non-school issued devices, will be transferred to secure school systems and removed from the devices as soon as reasonably possible.

Images taken by the school community

Benton Junior College permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Benton Junior College requests that parents/carers, students and invited guests who photograph, film or record school activities only do so for their own personal use and do not publish the images in any form, including on social media, without the prior consent of persons whose children also appear in the images.

Neither the school nor the department own or control any images of students taken by parents/carers, students or their invited guests at school activities.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- On enrolment
- An annual reminder in our school newsletter/via Compass communication channel
- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings, as required
- Included in transition and enrolment packs
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- The department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	June 2027

Photographing, Filming and Recording Students at Benton Junior College

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 to celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters, Compass and on social media.

Our **Photographing, Filming and 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 principal team, benton.jr.co@education.vic.gov.au or 5973 9100.

This **Consent Form** describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regard to privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us benton.jr.co@education.vic.gov.au or 5973 9100. 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/ Compass communication channel. 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 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 images of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

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 5973 9100 and/or benton.jr.co@education.vic.gov.au.

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](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<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 for use of images

Our school uses images in a number of 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)

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 any of the following ways:

- in the school's online communication (Compass), learning and teaching tools (e.g. classroom blogs or apps that can only be accessed by students, parents/carers and school staff with passwords.)
- in the school's newsletter

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
- on the school's social media accounts – Facebook 'Benton Junior College'

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 Benton Junior College 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 Benton Junior College collects and uses photos, video and recordings of students is available in our Photographing, Filming and Recording Students Policy, including use of images that do not require consent, e.g. to fulfill 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.

Consent Form - Student

Photographing, filming and recording by media and/or other organisations

Event at our school

[Please provide a clear description of the event taking place at your school – including (a) where, when and why the event is taking place, (b) who will be taking photographs, film and/or recordings, (c) the activities which participating students will be involved in and (d) how photographs, film and/or recordings will be used/published. It is important that (a), (b), (c) and (d) are all covered, and in plain language, so parents/carers are fully informed of the nature of the event and can therefore provide informed consent.]

[**Media example:** On 2 February 2023, Australian cricketer John Smith will visit our school to celebrate the opening of our new cricket pitch. John will play a cricket game with our grade 6 students (**the event**). This is an exciting event for our students. Our school has invited media outlets to attend the event, speak with our students and photograph, film and/or audio record the event. Media outlets that may attend include Channel 9, The Age, and The Herald Sun (**the organisation(s)**). Please be aware that these organisation(s) may publish any photographs, film and/or audio recordings they take at the event on a variety of platforms, such as websites and television broadcasts, and may do so without notifying, acknowledging or paying you or your child.]

[**Non-Media example:** On 2 February 2023, Example Theatre Company (**the organisation**) will be attending our school to perform a play for grade 3 students (**the event**) to raise awareness of disability. The event is interactive and some students may be invited to participate in the performance. Example Theatre Company may film, photograph and/or audio record the event for publication on their website and in promotional brochures, and may do so without notifying, acknowledging or paying you or your child.]

[**Ministerial visit example:** On 2 February 2023, Minister XX will be visiting our school to [XYZ] (**the event**). Our school/the Minister has invited media outlets to attend the event, speak with our students and photograph/film and/or audio record the event. Media outlets that might attend include XYZ (**the organisation/s**). Please be aware that these organisations may publish any photographs, film and/or audio recordings they take at the event on a variety of platforms, such as websites and television broadcasts, and may do so without notifying, acknowledging or paying you or your child.]

Consent

Name _____ of _____ student:

I, _____, the parent/carer of this student, consent to my child attending the event described above and being filmed and/or photographed and/or audio recorded by the organisation(s) during the event.

I understand that I can only withdraw my consent for my child to participate before the event occurs and I must contact the school via email benton.jr.co@education.vic.gov.au to do so.

Date: / /

Signature: _____

Name of parent/carer: _____

Contact number: _____

For any questions about this form, please contact the school on 5973 9100 or benton.jr.co@education.vic.gov.au

To understand more about privacy, see the [Schools' Privacy Policy](#)

Consent Form - Adult

Photographing, filming and recording by media and/or other organisations

Event at our school

[Please provide a clear description of the event taking place at your school – including (a) where, when and why the event is taking place, (b) who will be taking photographs, film and/or recordings, (c) the activities which participating adults will be involved in and (d) how photographs, film and/or recordings will be used/published. It is important that (a), (b), (c) and (d) are all covered, and in plain language, so individuals are fully informed of the nature of the event and can therefore provide informed consent.]

[**Media example:** On 29 March 2019, Victorian Educator of the Year, Mary Smith, will visit our school to celebrate the opening of our new robotics lab. Mary will lead a robotics project with some of our Year 9 students, their parents and teachers (**the event**). Our school has invited media outlets to attend the event, speak with our school community and photograph, film and/or audio record the event. Media outlets that may attend include **Channel 9, The Age, and The Herald Sun** (**the organisation(s)**).

Please be aware that these organisation(s) may publish any photographs, film and/or audio recordings they take at the event on a variety of platforms, such as websites and television broadcasts, and may do so without notifying, acknowledging or paying you.]

[**Non-Media example:** On 29 March 2019, Famous Chef from the Famous Chef Foundation (**the organisation**) and our grade 6 students will prepare a meal for parents using produce from the school's kitchen garden (**the event**). The **Famous Chef Foundation** may film, photograph and/or audio record the event for publication on their website and in promotional brochures, and may do so without notifying, acknowledging or paying you.

This is a much anticipated event for our school community and will celebrate the end of a productive season in the kitchen garden and new skills gained in meal preparation.]

Consent

I, _____, consent to the organisation(s) who will attend the event described above filming and/or photographing and/or audio recording me during the event.

I understand that I can only withdraw my consent before the event occurs and I must contact the school benton.jr.co@education.vic.gov.au or 5973 9100 to do so.

Date: / /

Signature: _____

Name: _____

Contact number: _____

For any questions about this form, please contact the school on 5973 9100 or benton.jr.co@education.vic.gov.au

To understand more about privacy, see the [Schools' Privacy Policy](#)