



Cobram Anglican Grammar School

A School of the Anglican Schools Commission (Inc.)

Student Photographs, Filming and Recording Policy

Section	Child Safety
Number	10i
Version	1.0
Approved	School Council
Date	September 2023
Review Date	September 2024
Policy Owner	Principal

1. Purpose

The purpose of this policy is to explain to the school community how the School will collect, use, store and dispose of photographs, videos and recordings of students. It also explains how a parent/carer consent can be provided and how it can be withdrawn.

2. Scope

The policy applies to the general use of photographs, video and recordings of students. This policy does not cover the use of Closed-Circuit Television (CCTV) footage and matters involving CCTV footage should refer to the Cobram AGS *CCTV Policy*.

3. Details

This policy outlines the practices that Cobram Anglican Grammar School 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in which Cobram Anglican Grammar School will seek parent/carer consent and how consent can be provided and/or withdrawn.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, Seqta, Facebook, School Website), whilst disclosure is used for images which are shared and distributed outside of the

School and are available to other students, parents/carers and the wider school community. Cobram Anglican Grammar 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 to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey and communicate with our parents/carers and school community in newsletters and on social media.

Cobram Anglican Grammar School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy and Statement of Commitment to Child Safety. If at any time a parent/carer or student has a concern about the use of any images they should contact the front office.

Parents/carers can contact the School administration office 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 as appropriate, e.g. the school assembly or student performance and if your child participates, they may appear in these recordings which will be available to the whole school community
- The school can still collect, use and disclose images in circumstances where consent is not required

4. Official School Photographs

Each year Cobram Anglican Grammar School 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
- stored on the student management systems (Synergetic/Seqta) for educational and administrative purposes
- For the purposed of gathering file photographs for school publications

The School will notify parents/carers in advance of the official school photographs being taken to allow them an opportunity to decide whether their child will be included in the official school photographs. Parents/carers who choose to opt-out of having their child participate in official school photographs must contact the office

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.

5. Images to be used or disclosed outside the school community

External use or disclosure by the School

Photographs, videos or recordings 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

Media

The media, or the Anglican Schools Commission, 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 our school receives such requests Cobram Anglican Grammar School will:

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

Students will only be photographed, filmed or recorded by media at the School if consent is provided.

6. 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, Cobram Anglican Grammar School 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/carers consent in writing.

7. School Performances, sporting events and other school approved activities

Cobram Anglican Grammar School permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Cobram Anglican Grammar School 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.

The School nor The Anglican Schools Commission Inc. own or control any images of students taken by parents/carers, students or their invited guests at school activities.

8. Staff Use of Personal Devices

When staff take photographs and video recordings at school excursions and school events, they should use a school device. However, if a personal device is used the photographs should be uploaded to the school network and deleted from the personal device as soon as reasonably practicable. That deletion must include any cloud backups the device has made.

9. References

Privacy and Data protection Act 2014 (Vic)

Department of Education and Training – Photographing, Filming and recording Students <https://www2.education.vic.gov.au/pal/photographing-students/policy>

Review Frequency		Document Availability		Policy Delivery	
1 Year	<input checked="" type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	School Website	<input checked="" type="checkbox"/>
2 Years	<input type="checkbox"/>	Student	<input type="checkbox"/>	Staff Intranet	<input checked="" type="checkbox"/>
3 Years	<input type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Student Handbook	<input type="checkbox"/>
As Required	<input type="checkbox"/>			Prospectus	<input type="checkbox"/>
NA	<input type="checkbox"/>				

Version Control

Version	Date	Summary of Changes
1.0	25/08/2023	New policy