Essendon North Primary School

Wurundjeri Woi Wurrung Country
112 Keilor Road Essendon North
Melbourne Victoria Australia 3041
T + 61 3 9379 3979
E essendon.north.ps@education.vic.gov.au
www.enps.vic.edu.au

Photographing, Filming and Recording Students at Essendon North 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 for example to celebrate student participation and achievement, showcase particular learning in the units of inquiry, document a student's learning journey, camps, incursions, excursions, the schools sports events, communicate with our parents/carers and school community in the iNewsletter and on Google classroom, Seesaw, Compass etc. There may also be occasions where we take images to support student behaviour management or to fulfil legal obligations.

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 The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.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 via the school's email account essendon.north.ps@education.vic.gov.au.

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 via email at essendon.north.ps@education.vic.gov.au, phone (03)9379 3979 or in person at our school office. If consent is withdrawn verbally, we will make a written record of this.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 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.

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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 (03) 9379 3979.

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).

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, learning and teaching tools Google Classroom or Seesaw, or apps that can only be accessed by students, parents/carers and school staff with passwords (eg Compass)
- to support student's health and wellbeing (for example photographs of pencil grip to assist in OT assessments); and
- in the Year Six Year Book

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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
- in the school newsletter which is publicly available on the school's website
- promotional materials, including school flyers, posters, auction board at the front of the school
- on the school's social media 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 understand my responses below provide Essendon North Primary School permission to collect photos, video or recordings of my child during their time at the school, and use 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**.	☐ **YES**	☐ **NO**
I consent to the use of images of my child **within the school community**.	☐ **YES**	☐ **NO**
I consent to the use of images of my child **beyond the school community/publicly**, i.e. the school's website, newsletter, social media accounts and promotional material.	☐ **YES**	☐ **NO**

Name of student:	
Name of parent/carer:	
Signature:	
Date:	

OFFICE USE ONLY: Verified Authority In person ☐ Verified email ☐ Staff: _____

Further information about how Essendon North Primary School 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.