



# Photographing, Filming and Recording Students Policy



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the college on 5443 1222.

## PURPOSE

To explain to parents/carers how Bendigo Senior Secondary College (BSSC) will collect, use and disclose photographs, video and recordings of students, and how parent/carer consent can be provided and how it can be withdrawn.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 and video recordings (images) of students. It does not cover the use of Closed Circuit Television (CCTV). The use of CCTV is covered in our school's CCTV policy.

## POLICY

This policy outlines the practices that BSSC 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It also explains the circumstances in which BSSC will seek parent/carer consent and how consent can be provided and/or withdrawn.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 college for school purposes (i.e. ID photos, Compass), 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.

BSSC 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, college events, excursions and camps. We do this to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey and communicate with our parents/carers and college community in newsletters and on social media.

BSSC will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact the college on 5443 1222 and ask to speak to a Student Engagement Assistant Principal or the relevant Student Engagement Coordinator.

In addition to the processes outlined below, parents/carers can contact a Student Engagement Assistant Principal or the relevant Student Engagement Coordinator in writing by sending an email 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 college will record large group events and make those recordings available to the college community and if your child participates, they may appear in these recordings which will be available to the whole school community. If a parent or student has a concern about any image used in this way, please contact the college
- 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 BSSC will arrange for a professional photographer to take official school photographs of students. This will involve individual photos being taken.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards
- stored at the college for educational and administrative purposes

BSSC 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 official school photographs.

Parents/carers who choose to opt-out of having their child participate in official school photographs must contact the college 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.

### Images for use and disclosure within the school community and ordinary school communications

From time to time BSSC may photograph or film students to use within the school community, including:

- as part of the school's administration, communication, learning and teaching tools (for example, emails, classroom activities or apps that can only be accessed by students, parents or school staff with passwords eg Compass)
- for display in classrooms, on noticeboards etc

An Annual Consent Form and Collection Notice will be distributed to parents/carers on enrolment and also at the beginning of each school year.

### Images to be used or disclosed outside the school community

#### External use or disclosure by the school

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

- on the college website
- on the college social media accounts
- in the college magazine

- in newspaper articles or other forms of media

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/carers on enrolment at the beginning of each school year. We will notify parents/carers 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 or film 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 BSSC will:

- provide students and parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur
- seek student and parent/carer consent

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.

### **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, BSSC 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

### **School performances, sporting events and other school approved activities**

BSSC endeavours to respect the privacy of all members of our school community and requests that parents/carers, students and invited guests do not photograph, film or record school performances, sporting events and other school-approved activities.

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.

### **Images to manage student behaviour or fulfil our school's legal obligations**

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)
  - provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

BSSC does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when BSSC 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 database and delete the images from their device within a week of the images being captured.

### Communication

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

- available publicly on our school's website
- included in staff induction processes and staff training
- included in staff portal
- discussed at staff briefings/meetings, as required
- discussed at parent information nights/sessions
- 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

Dated: April 2023

Person Responsible: Principal

Endorsed by Principal: April 2023

Endorsed by College Council: N/A

Review: April 2026

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K