

PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Rubicon Outdoor School on 03 5773 2285 or via email at Rubicon.os@education.vic.gov.au

PURPOSE

To explain to parents/carers how Rubicon Outdoor 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and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.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 (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 Rubicon Outdoor 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the circumstances in which Rubicon Outdoor School will seek parent/carer consent and how consent can be provided and/or withdrawn.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, 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.

Rubicon Outdoor School will ensure that parents/guardians/carers are notified upon completing consent form 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. We do this for many reasons including, for example; celebrating student participation and achievement, showcasing particular learning programs, documenting a student's learning journey, communicating with our parents/carers and school community in newsletters with the Facebook page and the Rubicon website.

Rubicon Outdoor 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/guardian/carer or student has a concern about the use of any images they should contact the Principal by calling 5773 2285

In addition to the processes outlined below, parents/guardians/carers can contact Rubicon Outdoor School by emailing rubicon.os@education.vic.gov.au 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 Rubicon Outdoor School will record a group event and make these recordings available to the school community 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 (see below for more information).

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

From time to time Rubicon Outdoor School may photograph, film or record students to use within the school community, including:

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

A Consent Form with photo permission will be distributed to parents/guardians/carers prior to attending the school

Images to be used or disclosed outside the school community

External use or disclosure by the school

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

- on the school's website
- on the school's social media accounts

The consent also covers these types of uses and will be distributed to parents/guardians/carers prior to the program. 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 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 our school receives such requests Rubicon Outdoor School will:

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

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, Rubicon Outdoor 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/carer consent in writing.

[School performances, sporting events and other school approved activities](#)

Rubicon Outdoor School permits parents/guardians/carers, students and invited guests to photograph school-approved activities.

Rubicon Outdoor School requests that parents/guardians/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/guardians/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.

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

COMMUNICATION

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

- Available publicly on our school’s website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings, as required
- 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

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Created/reviewed date	March 2023
Consultation	15/03/2023 Rubicon Outdoor School Council
Endorsed by	Andrew Monson, Principal
Endorsed on	15/03/2023
Next review date	March 2027