



Photography, Filming and Audio Policy

Rationale:

At Bonbeach Primary School we recognise that photography, filming and audio are useful learning tools within the school and that they are utilised in many ways (e.g. record keeping, displays, lessons and student work). Photographs, video, audio and digital images of students are considered “personal information”. Photographs are defined as the taking of a still shot picture with the use of a camera, phone or other device. Filming is defined as when a person captures a moment with the use of a phone, camera, tablet or other device that records the movement of an event. Audio is defined as sound for example but not limited to voices.

Aims:

This policy has been written to ensure the safe and responsible use of photography, filming and audio across the Bonbeach Primary School community. It is designed to protect the personal information of individuals. This policy also allows individuals to control how and for what purpose their personal information is used. This policy has been written in accordance with relevant legislation and Department policy.

Policy:

School Photos

- Before school photo day a letter will be sent out to parents informing them of: who our photograph company is; when school photographs are to be taken and that individual photos will be stored in CASES for administrative and school purposes.

Use of photos, film and audio within the school

- Each year, families will be asked if they give general consent for their child's photo, film and audio recording to be used at a school level within the confines of the school environment (e.g. but not limited to: the school newsletter, in class for academic purposes and displays, school magazine). All school newsletters are published on our school website. The **General Consent Form** (attached) will allow parents to choose whether or not they agree to their child's photograph appearing in a newsletter that will be published on the school website. Parents will have the option to withhold or withdraw consent in this Form.
- Until a completed General Consent Form is returned Bonbeach Primary School, it is assumed that permission to use photographs of a child or their work *has been granted* as part of a child's enrolment at the Primary School.
- Should a parent wish to alter their permission at any time during the year they must advise the school in writing.
- All photos/films/audio taken for school purposes will be stored on the school server, with the exception of individual school photos that will be stored on CASES as outlined above.
- Staff may use their own personal devices when taking photos, film and audio of students as long as the photos/film/audio are moved to school devices or drives within a reasonable period of time and removed from personal devices. These include tablets, iPads, phones and cameras.
- Student teachers, volunteers and contractors are not permitted to take photos of students for personal use without written consent from parents.

Use of photos, film and audio outside the school

- If any photo, film or audio recording conducted will be viewed by a third party (for example: for use on the school website, media, school brochures, Facebook page or on the internet), parent consent will be requested in each instance. The **Media Permission Form** (attached) will be used to fully inform parents of the activity their child will be participating in, how and where the photo/film/audio will be used and request consent for the child's photos/film/audio to be used. The intention of this Form is to give parents the choice as to whether or not they agree to their child's photograph, film or audio to be used for the purpose outlined.
- Until a completed Media Permission Form is returned Bonbeach Primary School, it is assumed that permission to use photographs of a child or their work *has not been granted* as part of a child's enrolment at the Primary School.

Parent photography/film/audio

- Parents are able to photograph, film or take an audio of their own child at school events, but any photos, film or audio containing other students are not to be uploaded to the internet or social media, as this is releasing personal information which is illegal. These sites include but are not limited to: Facebook, Instagram, YouTube, etc.

Evaluation:

This policy will be reviewed in October each year to enable an updated policy to be in place for the following school year.

Approved by School Council on: 9 August 2016



GENERAL CONSENT FORM FOR RECORDING AND PUBLISHING

This consent form should be signed after reading the Bonbeach Primary School Photography, Film and Audio Policy

There are many times during the school year, during regular activities or special events, when photos, film and audio are taken of students or their work. These photos, film or audio may be taken by school staff, or fellow students under the supervision of teachers, or external media authorised by the school's principal.

These photos, film, audio and / or student's names may be used in a variety of ways within the confines of the school environment including:

- Displays around the school;
- In school publications;
- In the school newsletter published on the school website; and
- As part of the school's student management process

This does not include media published through a third party, e.g. Facebook, Seesaw, company websites and newspapers. A separate permission form will come home early in 2017 for these third party providers.

PERMISSION TO RECORDING AND PUBLISH PHOTOS, FILM, AUDIO AND/OR STUDENT NAMES WITHIN THE CONFINES OF THE SCHOOL ENVIRONMENT

Students Details (please print clearly)

Full Name of student: _____

Grade: _____ Classroom Teacher(s): _____

Name of person giving consent: _____

Consent (please print clearly)

I, _____ (name of parent/guardian)

- Give consent,
 DO NOT give consent:

For photographs, film or audio of my child and/or his/her name to be taken, published or displayed within the school such as: displays around the school; in school publications; in the school newsletter published on the school website; and as part of the school's student management process.

I understand that:

- **Until a completed form is returned to the Bonbeach Primary School, it is assumed that permission to use photographs of my child or their work (and my child's name) has been granted as part of my child's enrolment at the Primary School.**
- Should I wish to alter this permission I must do so in writing to the school.

Signed by parent/guardian (Name): _____

Signature: _____ Date: _____



MEDIA PERMISSION FORM

Your child will be participating in the following activity

(Person seeking permission to explain activity e.g. school play, presentation)

These photos/film/audio will be viewed by a third party outside of the school. We are therefore seeking your consent for your child's photograph/filming to be taken for the use of:

(Person seeking permission to explain what it will be used for e.g. the school website, media, school brochures, or on the internet)

Students Details (please print clearly)

Full Name of student: _____

Grade: _____ Classroom Teacher(s): _____

Consent (please print clearly)

I, _____
(name of parent/guardian)

- Give consent,
 DO NOT give consent:

For photographs, film or audio of my child and/or his/her name to be taken and published as outlined above.

Signed by parent/guardian (Name): _____

Signature: _____ Date: _____

Please return this entire form