



**Williamstown High School
Photographing, Filming and
Recording students**

**Annual Consent Form and
Collection Notice**

At Williamstown High School there are occasions and events where staff may photograph, film or record students participating in school activities and events. The school may do this to promote learning, celebrate student participation and achievement, document a student's learning journey and communicate with parents/carers and the school and broader community.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events do so in a respectful and safe manner and that any photographs, video or recordings or images of students are not publicly posted (ie. to a social media account) without the permission of the relevant parent/carer.

A. Use or disclosure within the school community

Unless you tell us otherwise below, images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

- in the school's communication, learning and teaching tools (ie. emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords eg Compass)
- for display in school classrooms, on noticeboards etc
- in the school's newsletter
- to support student's health and wellbeing (ie. photographs of pencil grip to assist in Occupational Therapist assessments)

B. Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise below, photographs, video 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

Your child may be identified by first name only in these images (or not named at all).

The school will notify you individually if considering using any images of your child for specific advertising or promotional purposes.

Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (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 see 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.

Opt Out

The school understands that parents/carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – see *our Photographing, Filming and Recording Students Policy*).

When undertaking the Course Confirmation and Payments in Compass, you will need to acknowledge that you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above.

However, if you have decided that you **do not** want images of your child to be collected or used by our school, please opt out. Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

The two parts will appear as:

- Use within the school community** (ie. in the school's communication, learning and teaching tools, on display around the school)
- Use in publications/locations that are publicly accessible** (ie. newsletter, on the school's website, on the school's social media accounts, in promotional material for the school)

Note:

- *You may choose to opt out of both or only one type of use.*
- *It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.*
- *Further information is available in the Photographing, Filming and Recording Students Policy*