



**Williamstown High School
Consent Form -
Collection, use and disclosure
of photographs, films and
recordings**

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.

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, please contact the school.

This form describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regards to privacy law
- ownership and reproduction of images

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.

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) (<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 your child.

Consent for use of images

The school uses images in a number of ways. Please read the categories below then indicate your opt-in consent via Compass.

A. Use of images within the physical school environment

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If you consent, photographs, video or recordings of your child may be used by the school within the school environment in any of the following ways:

- for display in classrooms
- for display in learning areas, corridors, Reception

B. Use of images within the school community

If you consent, photographs, video or recordings of your child may be used by the school within the school environment in any of the following ways:

- in the school's online communication, learning and teaching tools (i.e. apps that can only be accessed by students, parents/carers and school staff with passwords)
- in High Tide and yearbook/s

C. Use of images beyond the school community/publicly

If you consent, photographs, video or recordings of your child may be used by the school within the school environment in any of the following ways:

- on the school's website
- in the school's newsletter/W Files
- in the school's publicly available social media

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

Your consent

I have read this form and I consent to Williamstown High School collecting photographs, video or recordings in the following ways:

Indicate your consent for the three options by clicking the box

- within the physical environment**
- within the school community**
- beyond the school community/publicly**

Note:

- *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*