

# 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 5996 3544 or [cranbournesc@education.vic.gov.au](mailto:cranbournesc@education.vic.gov.au)

## Purpose

To explain to parents/carers how Cranbourne Secondary College will collect, use, and disclose photographs, video, and recordings of students, how parents/carer consent can be provided and how it can be withdrawn.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 College's CCTV policy.

## Policy

There are many occasions during the school year where Cranbourne Secondary College staff photograph, film or record students participating in college activities or events, for example classroom activities, sports events, concerts, excursions, camps etc.

We do this for many reasons including to e.g. celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/carers and college community in newsletters and on classroom apps etc. There may also be occasions where we take images to support student behaviour management or to fulfil legal obligations. Further detail is provided within this policy.

In addition to the above, there may be situations where a third-party requests to take, use or disclose images of students.

This policy outlines the practices that Cranbourne Secondary College 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 It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

## Consent

The Photographing, Filming and Recording Students Consent Form is provided by Cranbourne Secondary College at enrolment. This form applies to standard uses of images for the time your child attends the College. Standard uses are defined in the following sections.

For non-standard uses, where consent is required, parents/carers will be sent a consent form for that specific situation. The College will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

If at any time parents/carers wish to withdraw their consent, they can contact the college by email [cranbourne.sc@education.vic.gov.au](mailto:cranbourne.sc@education.vic.gov.au). If consent is withdrawn verbally, the College will make a written record of this. However:

- If the images have already been published and are in the public domain, it may not be possible to remove them.
- The college can still collect, use, and disclose images in circumstances where consent is not required (see below for more information).

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## Image use within the College community

Cranbourne Secondary College may photograph, film or record students to use within the College community, including:

- for display in college classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements)
- in the College's online communication, learning and teaching tools (e.g., emails, classroom apps that can only be accessed by students, parents/carers, and College staff with passwords e.g. Compass Parent Portal, Microsoft Teams.)
- For display in college classrooms, on noticeboards etc.
- In the College's communication, learning and teaching tools (for example, emails, classroom apps that can only be accessed by students, parents/carers, or College staff with passwords e.g. Compass Parent Portal, Microsoft Teams)
- To support a student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carers would like to withdraw or change their consent at any point in time, they must notify the College.

## Image use beyond the College community

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

- on the College website
- In the College Newsletter
- on college social media accounts e.g. Facebook, Instagram, and YouTube
- In College publications e.g. College Magazine, Prospectus, Student Handbooks, Parent Handbooks

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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's media team, may seek to photograph, film or record students for a news story or College event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When Cranbourne Secondary College receives such requests, our college will:

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

Students will only be photographed, filmed, or recorded by the media at college if express consent is provided for that specific media event. Neither the College nor the department own or control any photographs, video or recordings of students taken by the media.

## Research

On occasion, the College may agree to research projects being conducted at the College. If this occurs, parent/carers consent will be sought for student participation, including any photography, or recording of students.

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## Closed Circuit Television (CCTV)

Parent or carer consent is not required for a college to install CCTV. Our College's CCTV system is managed in accordance with the department's [CCTV Installation and Management Policy](#). Further information about how CCTV is managed and operated is available in our CCTV Privacy Notice.

## 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, Cranbourne Secondary College 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/carers consent in writing.

## Official College photographs

Each year Cranbourne Secondary College will arrange for a professional photographer to take official College photographs of students. This will generally involve both class photos and individual photos being taken.

Official College photographs may be:

- purchased by parents/carers
- used for college identification cards and student identity verification letters
- stored on CASES21 for educational and administrative purposes.

Cranbourne Secondary College will notify parents/carers in advance of the official College photographs being taken to give them an opportunity to decide whether their child will be included in the photographs.

It is advised, however, that students are required to have at least an individual photograph taken, for identification and administration purposes (on Compass and CASES21).

Parents/carers who choose to opt out of having their child participate in official College photographs must [cranbourne.sc@education.vic.gov.au](mailto:cranbourne.sc@education.vic.gov.au) 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 to manage student behaviour or fulfil our college's legal obligations, including child safety

On occasion, it may be necessary for college staff to photograph, film or record students and/or use images 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)
  - supporting students' social and emotional wellbeing, and health (duty of care)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Cranbourne Secondary College does not require or obtain consent from parents/carers or students to photograph, film or record students, or to use these images, for these reasons. However, when Cranbourne Secondary College photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is necessary, reasonable, and appropriate in the circumstances.

## Child Safe Standards

Cranbourne Secondary College will use student images reasonably, appropriately, and sensitively, consistent with our obligations under the Child Safe Standards and our College's Child Safety and Wellbeing Policy. If at any time a parent/carers or student has a concern about the use of any images they should contact Assistant Principal, Student Wellbeing on 5996 3544.

## Professional development

Occasionally, teachers and classes may be recorded for professional development purposes to improve the delivery of educational services. Cranbourne Secondary College does not require or obtain consent for

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this; however, the recordings will only be used internally and for the specific purpose of staff development.

## Storage of images

Photographs, video, and recordings of students taken by Cranbourne Secondary College will be stored in our secure document storage systems with restricted access. Any photographs, videos or recordings made on devices, including non-College issued devices, will be transferred to secure College systems, and removed from the devices as soon as reasonably possible.

## Images taken by the College community

Cranbourne Secondary College permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Example school requests that parents/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/carers, students or their invited guests at college activities.

## Communication

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

- On enrolment
- An annual reminder in our college newsletter
- Available publicly on our college's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings, as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from college administration upon request

## Further information and resources

The Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

## Policy Review and Approval

<b>Policy last reviewed</b>	<b>April 2024</b>
<b>Approved by</b>	<b>Principal</b>
<b>Next scheduled review date</b>	<b>April 2028</b>