



## Photographing, Filming and Recording students at Guthrie Street Primary School

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including celebrating student participation and achievement, showcasing particular learning programs, camps/excursions/sports events etc, communication with our parents and school community in newsletters and on classroom blogs/apps and social media.

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 eg Concerts, sports events etc. do so in a respectful and safe manner and that any photos, video or recordings ('images' of students are not publicly posted (eg to a social media account) without the permission of the relevant parent/carer.

This agreement is for the duration of your child's schooling at Guthrie Street Primary School. If your personal circumstances change, please contact the school office with your updated information.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact Brendan Bicknell or Michael Donovan at school on 5821 1944

### 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 & teaching tools for example, emails, classroom blogs or apps, that can only be accessed by students, parents/carers or school staff with passwords eg Compass etc.
- for display in school classrooms, on noticeboards etc
- School website and social media eg school accounts on Youtube, twitter, Facebook etc
- In local published media Win News, Shepp News etc
- School advertising eg pamphlets, brochures, advertising billboards etc
- in the school's newsletter
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)

Your child may be identified by name in the publications mentioned above.

### 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
- In the Yr 6 school magazine

### Privacy

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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) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

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## Ownership and Reproduction

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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.

**If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, you do not need to take any further action.**

If you **do not** give your consent, please complete the form below.

## Opt Out

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Guthrie Street Primary School understands that parents and carers have the right to withhold permission for our school use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent).

I have read this form and **I do not consent** to Guthrie Street Primary School using photos, video or recordings of my child (named below)

Name of Student	
Name of parent / carer	
Signature	
Date	___ / ___ / ____