# Photographing, Filming and Recording Students at Mount Alexander College Consent Form

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters, yearbook and on the school Facebook and Instagram pages.

Our **Photographing, Filming and Recording Students Policy** describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/carer/guardian consent is required and how it can be provided and withdrawn.

**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/ guardians and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact Kate Stevanovic or Megan Rawlins at mount.alexander.712@education.vic.gov.au or on (03) 93761622.
This **Consent Form** describes:

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

If you would like to withdraw or change your consent at any time, you must notify us by email or by phone at mount.alexander.712@education.vic.gov.au or (03) 9376 1622. If consent is withdrawn verbally, we will make a written record of this. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our **Photographing, Filming and Recording Students Policy** via the school newsletter. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school. We ask that parents/carers/guardians, students and invited guests do not photograph, film or record school performances, sporting events and other school activities.

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact our school on (03) 9376 1622.

## 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).**

## 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.

## Consent for use of images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

*This consent form continues on the next page*

## Use of images within the physical school environment

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

- for display in school classrooms e.g. in displays of student work on noticeboards (classroom or digital) to celebrate achievements

## Use of images within the school community

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

- in the school's online communication, learning and teaching tools (e.g. Compass and Google classroom which can only be accessed by students, parents/carers/guardians and school staff with passwords
- classroom and digital noticeboards
- school assemblies
- the yearbook which is available for purchase by students only

## Use of images beyond the school community/publicly

**If you consent,** photographs, video or recordings of your child may 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 school's social media accounts (Facebook and Instagram)

We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes not including sharing school events and activities within the school as defined above.

## Your consent

I have read this form and I consent to Mount Alexnader College collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways.

Indicate your consent for the three options by using the tick boxes.

| YES | NO | |
|---|---|---|
| ☐ | ☐ | I consent to the use of images of my child **within the physical school environment** |
| ☐ | ☐ | I consent to the use of images of my child **within the school community** |
| ☐ | ☐ | I consent to the use of images of my child **beyond the school community/publicly, i.e. the school's newsletter, website and social media accounts** |

| | |
|---|---|
| **Name of student:** | |
| **Name of parent/carer/guardian:** | |
| **Signature:** | |
| **Date:** | |

Further information about how Munt Alexander College collects and uses photos, video and recordings of students is available in our Photographing, Filming and Recording Students Policy https://www.mountalexandercollege.vic.edu.au/wp-content/uploads/2024/11/Photographing-filming-recording-students-policy-2.pdf, including use of images that do not require consent, e.g. to fulfill legal obligations or for identification purposes.

If you do not return this form to the school, we will assume that you do not consent to the optional uses as described above.