



Cranbourne East Primary School No. 5518

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Photographing, Filming and Recording students at Cranbourne East Primary School

Annual Consent Form and Collection Notice 2020

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 to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey at camps, excursions, sports events or communicate with our parents/carers and school community in newsletters and on classroom blogs, Compass Student Manager and through our Online Assembly.

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

If you require clarification on any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 5990 0400 or cranbourne.east.ps@edumail.vic.gov.au.

A. Use or disclosure within the school community

Images of your child may be used by our school within the school community with your permission, 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 (for example, emails, classroom blogs or apps that can only be accessed by students, parents or school staff with passwords eg Compass or Google Suite - Apps for Education).
- for display in school classrooms, on noticeboards etc.
- in the school's newsletter.
- to support student's health and wellbeing (eg photographs of pencil grip to assist in Occupational Therapy assessments).

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

Photographs, video or recordings of students may also be used with your permission 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.
- online Assembly (weekly school assembly communicated via the school website and YouTube).

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

We will notify you individually if we are 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) (<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 notifying, acknowledging, however not compensating you or your child.

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Cranbourne East Primary School understands that parents and 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*).

If you have decided that you **do** want images of your child to be collected or used by our school, please complete the form below and return it to your child's homegroup teacher.

I have read this form and I consent to Cranbourne East Primary School using photos, video or recordings of my child (named below) to appear in the following ways:

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

Note that you may choose both or only one type of use.

Further information is available in the Cranbourne East Primary School *Photographing, Filming and Recording Students Policy*.

Name of Student Homegroup

Name of Parent/ Carer Signature

Date