



## Dana Street Primary School Photography and Filming POLICY

At Dana Street Primary School we recognise that photography and filming are useful learning tools within the school and that they are utilised in many ways. This includes record keeping, displays, lessons and student work. Photographs, video and digital images of students are considered “personal information”.

Photographs are defined as the taking of a still shot picture with the use of a camera, phone or other device.

Filming is defined as when a person captures a moment with the use of a phone, camera, tablet or other device that records the movement of an event.

### **Purpose of this policy**

This policy has been written to ensure the safe and responsible use of photography/filming across the Dana Street School community. It is designed to protect the personal information of individuals.

This policy also allows individuals to control how and for what purpose their personal information is used.

This policy has been written in accordance with relevant legislation and Department policy.

### **Policy:**

- All parents will be advised of when photographs/films are to be taken and how they will be stored and used. All photos taken for school purposes will be stored on the school server.
- An annual letter will be provided to all families giving general consent for their child's photo to be used at a school level within the confines of the school environment, to be used in the school newsletter, in class for academic purposes and displays, school magazine. Parents will have the option to withhold or withdraw consent in this letter.
- All school newsletters are published on our school website. The general consent form will allow parents to choose whether or not they agree to their child's photograph in a newsletter being published on the school website.

Before school photo day a letter will be sent out to parents informing them of who our photograph company is and that individual photos will be stored in CASE21 for administrative and school purposes.

- Any time a child is having a photo or filming conducted for the use of the school website, media, school brochures, or on the internet, individual and specific consent will be requested by parents. These are cases when the photos will be viewed by a third party.
- Parents are able to photograph or film their own child at school events, but any photos or filming containing other students are not to be uploaded to the internet or social media, as this is releasing personal information which is illegal. These sites include, Facebook, Instagram, YouTube, etc.
- Staff are not to use their own personal devices when taking photos of students. These include tablets, iPads, phones and cameras.
- Student teachers are not permitted to take photos of students for personal use without written consent from parents.

### **Implementation:**

- This policy will be implemented from the start of 2016.
- Letters for general consent purposes will be sent out Term One.

*Ratified by the Dana Street Primary School Council on ...*

**Principal:**

**School Council President:**