

BALLARAT PRIMARY SCHOOL (DANA ST) 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 photos taken for school purposes will be stored on the school server.
- An annual letter will be provided to all families asking for consent in order for their child’s photo /video image to be used at a school, in the school newsletter, in class for academic purposes and displays, school website, and in media. Parents will have the option to withhold or withdraw consent in this letter. And to choose which forms of publication to which they consent.
- 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. These sites include Facebook, Instagram, Snapchat, YouTube, etc.
- Staff are not to use their own personal devices when taking photos of students, unless negotiated with Principal/Assistant Principal.
- Photos taken for personal use, for example a professional portfolio must not include images of students’ faces.

REVIEW CYCLE AND EVALUATION

This policy was last updated in February 2020 and is scheduled for review in 2023.