



East Preston Islamic College

**PHOTOGRAPHING,
FILMING &
RECORDING
STUDENTS
POLICY**

East Preston Islamic College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order No. 870 (2015).

RATIONALE

Photographs, video, or digital images of a child are considered “personal information” and therefore their use and disclosure are governed by the Information Privacy Act 2000 (Vic) (IP

- whether the school permits the media to take photographs and film of the children and the notification, consent and publication procedures and protocols that the school will follow.
- whether the school permits parents/carers and children to record school performances, school activities and other school approved activities.
- whether the school uses CCTV footage and the use, purposes, and possible disclosures of this footage.
- the school's position about the collection, use and disclosure of photographs, video, film, and digital images by third parties.
- The school may choose to develop a number of consent forms, such as a:
 - Specific Consent Form for School Photographs: for when a photographer takes individual or class photographs that are later sold to parents.
 - General Consent Form for the collection and use of photographs, video, film, and digital images that are taken by the school for use in newsletters, school magazine, on the intranet or within the school.
 - Specific Consent Form for the collection and use of photographs, video, film, and digital images for use in circumstances not covered by the above or in circumstances which are unique or different.
- The school will ensure that a professional photographer engaged by the school signs a Confidentiality Deed prior to being permitted to take school photographs.
- Photographs, video or digital images of a student are considered “personal information” and therefore their use and disclosure are governed by the Privacy and Data Protection Act 2014 (Vic) (PDP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (Copyright Act). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act [see Acceptable Use Agreements and Consent forms].
- The school will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:
 - a clear explanation of the film or photo process
 - proper information about the project, including the message, the medium and the audience
 - all proposed and foreseeable uses of the material, including secondary uses

- This table summarises what documentation is required to enable schools to collect, use and disclose photographs, video and digital images in certain circumstances.

Collection type	School Use	Disclosure to third parties	Documentation required
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- Teachers and staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent. Images should also be positive and empowered images to assist in the promotion of the rights of Aboriginal and Torres Strait Islander peoples. As with all students, written consent is required for the photographing or filming of any student of Aboriginal or Torres Strait Islander background.
- This policy will be regularly communicated to the parents/carers and children.
- Photographs, video and digital images of students may also contain copyright, and are therefore also governed by the Copyright Act 1968 (Cth). It may be necessary for the school to obtain a license from the student(s) to use and/or disclose this material. If the school is unsure whether a copyright release form is necessary in a particular circumstance, they should contact the Legal Services Unit for advice.