

## PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the Victorian School of Languages (03) 9474 0500.

### PURPOSE

To explain to parents/carers:

- how the Victorian School of Languages collects, uses, and discloses photographs, video and recordings of students
- when parent/carer consent is required before photographing, filming and recording students
- how consent can be provided and withdrawn.

### SCOPE

This policy applies to the general collection, use and disclosure of photographs, video, and recordings (images) of students.

The policy does not cover the:

- use of Closed-Circuit Television (CCTV)
- use and disclosure of photographs, video and recording of adults.

### POLICY

There are many occasions during the school year where VSL staff photograph, film or record students participating in school activities or events, for example classroom activities, cultural celebrations, concerts, excursions etc.

We do this for many reasons, including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey/study tours/excursions, communicate with our parents/carers and school community. This may be through newsletters, VSL Family staff Bulletin, on our VSL website or social media platforms. There may also be occasions where we take images to support student behaviour management or to fulfil obligations. Further detail is provided within this policy.

In addition to the above, there may be situations where a third party requests to take, use or disclose images of students.

This policy outlines the practices that the Victorian School of Languages has in place for the collection, use and disclosure of images of students to ensure compliance with the *Privacy and Data Protection Act 2014* (Vic). It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

### Consent

The *Photographing, Filming and Recording Students Consent* is provided by Victorian School of Languages at enrolment. This consent applies to standard uses of images for the time your child attends the school.

For non-standard uses, where consent is required, parent/carers will be sent a consent form for that specific situation. The VSL will also notify parents when implementing software that may include photos of students, giving parents and opportunity to discuss any concerns or preferences.

If at any time parents/carers wish to withdraw their consent, they can by contacting the VSL Head Office. If consent is withdrawn verbally, the school will make written record of this. However:

- if the images have already been published and are in the public domain, it may not be possible to remove them

- the VSL can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

### Image use within the physical school environment

The VSL may photograph, film or record students to use within the physical school environment, including:

- for display in VSL centre classrooms or office (for example: in displays of students work, on noticeboards to celebrate achievements and educational outcomes).

An opportunity is given to parents/carers to provide Photographing, Filming and Recording consent on the online enrolment form for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

### Image use within the school community

The Victorian School of Languages may photograph, film or record students to use within the school community, including:

- in the school's online communication, learning and teaching tools (for example, emails, classroom materials, promotional flyers, family and staff bulletin etc.)
- in the school's Family Staff Bulletin or Area Newsletter
- Language specific bulletins

An opportunity is given to parents/carers to provide Photographing, Filming and Recording consent on the online enrolment form for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

### Image use beyond the school community

Photographs, video, or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website, including in the school VSL Family Staff Bulletin which is publicly available on the website
- on the school's social media accounts

An opportunity is given to parents/carers to provide Photographing, Filming and Recording consent on the online enrolment form for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

### Media

The media, or the Department of Education and Training's media team, may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When our school receives such requests the Victorian School of Languages will:

- provide parents/carers with information about the organisation involved and when and for what purposes the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

Students will only be photographed, filmed, or recorded by the media at school if express consent is provided for that specific media event. Neither the school nor the Department own or control any photographs, video or recordings of students taken by the media.

### Research

On occasion, the school may agree to research projects being conducted at the school. If this occurs parent/carer consent will be sought for student participation, including any photography or recording of students.

### Filming in classes for university students completing placement

Each year, the Victorian School of Languages hosts teacher candidates (sometimes known as ‘pre-service teachers’ or ‘student teachers’), with experienced teachers mentoring candidates through their placements. Many universities require their students to video record short segments of their teaching in the classroom. They are then asked to submit these videos as they are used for assessment, feedback, and reflection. This footage will be filmed and stored under the following conditions:

- The focus of the footage is on the teacher candidate, not the students or Victorian School of Languages staff.
- The video will not be shared or displayed publicly.
- Before submitting video footage, teacher candidates will attest that they will abide by policies regarding privacy, confidentiality, and photography/filming of both the Victorian School of Languages and their university.
- Video footage will only be uploaded to secure, official university platforms.
- Once the footage is uploaded for assessment purposes it will be deleted from the original recording device.
- The footage will be deleted by the university after purposeful use, or by 31 December of the current year (whichever occurs first).

### School performances and other school approved activities

The Victorian School of Languages permits parents/carers, students and invited guests to photograph, film or record school performances, cultural events and other school-approved activities.

The Victorian School of Languages requests that parents/carers, students and invited guests who photograph, film or record school activities only do so for their own personal use and do not publish the images in any form, including on social media, without the prior consent of persons whose children also appear in the images.

Neither the school nor the Department own or control any images of students taken by parents/carers, students, or their invited guests at school activities.

### Other external collection, use or disclosure

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, the VSL will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing

### Images to manage student behaviour or fulfil our school’s legal obligations, including child safety

On occasion it may be necessary for school staff to photograph, film or record students and/or use images to:

- fulfil legal obligations, including to:
  - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff, and visitors (duty of care)
  - provide a safe and suitable workplace (occupational health and safety law)
  - supporting students’ social and emotional wellbeing, and health (duty of care)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

The Victorian School of Languages does not require or obtain consent from parents/carers or students to photograph, film or record students, or to use these images for these reasons. However, when the Victorian School of Languages photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is necessary, reasonable and appropriate in the circumstances.

### Child Safe Standards

The VSL will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school’s *Child Safety and Wellbeing Policy*. If at any time a parent/carer or student has a concern about the use of any images they should contact the Principal by email.

### Curriculum-based activities

Photographs, film and recordings of students may be collected and used for curriculum-based activities (i.e. class work) as part of standard learning and teaching practices. The VSL does not require or obtain consent for this. Access is limited to students and relevant teaching staff. Parents/carers may have access to images of their own child in this context.

### Professional development

Occasionally, teachers and classes may be recorded for professional development purposes to improve the delivery of educational services. The VSL does not require or obtain consent for this, however the recordings will only be used internally and for the specific purpose of staff development.

### Storage of images

Photographs, video and recordings of students taken by the VSL will be stored on a staff password protected file storage. Any photographs, videos or recordings made on devices, including non-school issued devices, will be transferred to secure school systems and removed from the devices as soon as reasonably possible.

### Images taken by the school community

The VSL permits parents/carers, students, teachers and invited guests to photograph, film or record school performances and other school-approved activities.

The VSL requests that parents/carers, students, teachers and invited guests who photograph, film or record school activities only do so for their own personal use and do not publish the images in any form, including on social media, without the prior consent of persons whose children also appear in the images.

Neither the VSL nor the department own or control any images of students taken by parents/carers, students or their invited guests at school activities.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included on our school's website [www.vsl.vic.edu.au](http://www.vsl.vic.edu.au)
- Included in staff induction processes for relevant staff and the staff handbook
- Area newsletters and bulletins
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- Department's Policy and Advisory Library: [Photographing, Filming and Recording Students](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2024
Approved by	Principal
Consultation	School Council: (date) TBC
Next scheduled review date	2026