

Photographing, Filming and Recording Students at Copperfield College

Consent Form

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including but not limited to reasons such as; to celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions/sports events etc, to communicate with our parents and the College community in newsletters and on classroom blogs/apps, etc.

Our **Photographing, Filming and Recording Students' Policy** (available on our College Website, or can be given to you as a hard copy upon request), describes how we will collect and use photographs, video, and recordings (images) of students. The policy also explains when parent/carers consent is required and how it can be provided and withdrawn.

Please note there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact the Campus Principal via the General Administration Office

This **Consent Form** describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regard to privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us in writing at copperfield.co@education.vic.gov.au or by phoning any of our 3 campuses. If consent is withdrawn verbally, we will make a written record of this. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our **Photographing, Filming and Recording Students' Policy** via Compass. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school.

Copperfield College endeavours to respect the privacy of all members of our school community and requests that parents/carers, students and invited guests do not photograph, film or record school performances, sporting events and other school-approved activities¹

¹In special circumstances, eg .College celebration events where families are invited, the College Principal may grant permission prior to the event through College communication channels for the limited use of photography or video of their family members

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

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact the Campus Principal via the General Administration Office.

Privacy

Photographs, video and recordings (**images**) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information. The school is part of the Department of Education (**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 refer to the [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 without notifying, acknowledging or compensating you or your child.

Consent for use of images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

Use of images within the physical school environment

- **If you consent**, photographs, video or recordings of your child may be used by the College for display in classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements)
- to celebrate the achievements of students during assemblies or Parent Information Evenings

Use of images within the school community

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- in the College's online communication, learning and teaching tools (e.g., emails, classroom blogs or apps that can only be accessed by students, parents/carers and school staff with passwords.)
- in the College's newsletter which is sent to the College's Compass portal or on the College website
- in the College magazine or yearbook
- in appropriate and relevant College promotional contexts; for example, fixed or electronic signage

Use of images beyond the school community/publicly

If you consent, photographs, video or recordings of your child may be used in publications that are accessible to the public, including:

- on the College's website (including in the newsletter which is publicly available on the website)
- on the College's social media accounts
- other relevant and appropriate College promotional contexts

We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes.

Your consent

I have read this form and I consent to Copperfield College collecting photos, video, or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways.

Indicate your consent for the three options by using the tick boxes.

- ☐ I consent to the use of images of my child **within the physical school environment**
- ☐ I consent to the use of images of my child **within the school community**
- ☐ I consent to the use of images of my child **beyond the school community/publicly, i.e. the school's website and social media accounts**

Name of student:	
Name of parent/carer:	
Parent/carer signature:	
Date:	

Further information about how Copperfield College collects and uses photos, video and recordings of students is available in our Photographing, Filming and Recording Students' Policy, available on our College website, including use of images that do not require consent, e.g. to fulfill legal obligations or for identification purposes.

If you do not return this form to the school, we will assume that you do not consent to the optional uses as described above.