

View Street
Healesville VIC 3777
Australia
hps.vic.edu.au



Photo and Video Consent Form

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including but not limited to, celebrating student participation and achievement, student of the week awards, student leader photos, showcasing particular learning programs, documenting a student's learning journey/camps/excursions/sports events etc, communicating with our parents and school community in newsletters.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (eg concerts, sports events etc) do so in a respectful and safe manner and that any photos, video or recordings ("images" of students) are not publicly posted (eg to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 59624053

A. Use or disclosure within the school community

Unless you tell us otherwise below, images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

- in the school's communication, learning and teaching tools (for example, emails, or apps that can only be accessed by students, parents/carers or school staff with passwords eg Compass,)
- for display in school classrooms, on noticeboards, on the TV in the school foyer
- in the school's newsletter (which is only accessible through Compass)
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)

B. Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise below, photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website
- publications advertising school events
- on the school's social media accounts – **including Facebook**

Your child may be identified by first name only in these images (or not named at all).

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

Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (**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 see [Schools' Privacy Policy](http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx) (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>).

Opt Out

Healesville Primary School understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – see our *Photographing, Filming and Recording Students Policy*).

If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, you do not need to take any further action.

However, if you have decided that you **do not** want images of your child to be collected or used by our school, **please complete the form below** and return it to the classroom teacher. Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

Consent Form

I have read this form and I consent to Healesville Primary School using photos, video or recordings of my child (named below) to appear in the following ways (✓ if you agree)

Use within the school community

- In the school's communication, learning and teaching tools, on display around the school, (for example, emails, or apps that can only be accessed by students, parents/carers or school staff with passwords eg Compass)
- For display in school classrooms, on noticeboards, on the TV in the school foyer
- School and Level Newsletters
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)

Use in publications/locations that are publicly accessible

- on the school's website including in the school newsletter which is publicly available on the website
- on the school's social media accounts – **including Facebook**
- I give my permission for my child to view selected media related to classroom programs which are **rated 'PG' content**

Note:

- *It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.*

Name of Student	
Name of parent/carer	
Signature	
Date	___ / ___ / _____