



CP004	Use of Students' Photographs Policy
<b>Purpose</b>	This policy outlines the school's position regarding photographs of students and similar information.
<b>Authority</b>	Criminal Code Family Law Reform Act (1995) School Education Act (1999) School Education Regulations (2000) Privacy Amendment (Private Sector) Act (2000) Commonwealth Privacy Act 1988
<b>National Principles for Child Safe Organisations</b>	Principles: <ol style="list-style-type: none"><li>1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture.</li><li>3. Families and communities are informed and involved in promoting child safety and wellbeing.</li><li>8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</li></ol>
<b>Policy</b>	The school will obtain parental permission prior to publishing students' photographs.
<b>Delegation</b>	Principal
<b>Related Policies</b>	Screening Staff and Volunteers (CP005) Child Protection (CP001) Access to Students (CP003) Privacy (G001) Camps & Excursions (I002)
<b>Date approved</b>	April 2024
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<b>Authorised by:</b>	
<b>Board Chairman</b>	
<b>Date:</b>	
<b>Author/Reviewer:</b>	C Brearley – March 2024



**VERSION MANAGEMENT**

<b>Version</b>	<b>Date Published</b>	<b>Changes Made</b>	<b>Author of Changes</b>
1	Oct 2008		
2	Nov 2011		
3	Nov 2014		
4	Nov 2017		
5	Jul 2019		
6	Apr 2024	Add version table, NPCSO, enrolment record of permission, livestream video; clarify wording for photos with/without student names.	C Brearley



## CP004

## Use of Student Photographs Procedure

The school takes photos and videos of students for the following purposes: general school collection and use (e.g. for the school newsletter, presentations, teaching, documenting student achievement or assessment), official school photographs, recording of special events and for commemorative purposes.

Besides issues of confidentiality set out in the Privacy Policy (G001), the linking of students' names with photographs, video clips or similar, demands extra consideration.

### **School Responsibilities:**

The school will seek parental permission at the point of enrolment and each academic year for the publication of student photographs, videos or similar, subject to the following guidelines:

- Photographs with student names to only be published in restricted publications, such as school newsletters or classroom apps (e.g. Seesaw) which are limited to circulation in the school community.
- Only photographs without student names are to be published in publications with a wider circulation, or on any open sections of the school website.
- Where parents take photos/videos of students other than their own child/children at school events, they are reminded to refrain from publishing (forwarding) or uploading these photos to social media sites without parental permission.
- Video recordings of school events are only posted to private channels for which links are provided to the School community (e.g. livestreaming events on private YouTube channels)

### **Permission Record Keeping:**

Parental permission is recorded in the student enrolment form and in Sentral - student administration software. Teachers are to access Sentral records to check for permission before publication of student photos.

A reminder to parents of parental permission will be included annually in a school newsletter along with the above guidelines.

### **Other Considerations:**

Where the parents have granted the above permission, consideration must still be given to the following before publishing the student's photo/s:

- The nature of the photograph (e.g. at a swimming carnival or a photograph in full uniform).
- The age of the student.
- Possible reasons (e.g. linked to a student's family or other circumstances) why he/she should not be identified in this particular photograph.