



Ascot Vale Primary School

No: 2608

Photographing, Filming and Recording students at Ascot Vale PS

Permission Form – valid from July 2019- December 2020

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 to celebrate student participation and achievement, showcase particular learning programs, communicate with our parents and school community in newsletters, on Compass and on Class Dojo and to document a student's learning journey, camps, excursions, sports events, graduation, etc.

Ascot Vale PS understands that parents and carers have the right to withhold permission for our school to use or publish photographs, video or recordings of their child or children.

This notice seeks parental consent for the school to use photographs or images of students and applies to photographs, video or recordings of students that are collected, used and disclosed by the school in two distinct ways; categories A & B, outlined below:

A. Use of student's image or disclosure within the school community

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, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords e.g. Compass, Class Dojo etc.)
- for display in school classrooms, on noticeboards, screens, assemblies, etc.
- to support student's health and wellbeing (e.g. photographs of students with medical alerts to assist staff to identify needs)

B. Use of student's image or disclosure in publications/locations that are publicly accessible

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 newsletter which is publicly available on the website
- in school publications, such as the Parent Information Handbook or class made publications intended for wider distribution

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

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

We ask that parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. assemblies, performances, graduation ceremonies, sports events etc.) do so in a respectful and safe manner and that any photographs, video or recordings (“images” of students are not publicly posted e.g. to a social media account) **without the permission of the relevant parent/carer.**

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>).

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.

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 9370 6507.

AVPS annual permission to use or publish a student's image

Please detach this page and return it to your child's teacher or the school office before Friday 19th July, 2019.

I have read this form, understand it is **valid from July 2019 to December 2020** and provide the following consent to Ascot Vale PS pertaining to the use of my child's image in the following ways:

Please circle below		Different Uses for Photographs or Images of Students at AVPS
I give permission	I DO NOT give permission	(A) For use of my child's image (named below) or disclosure <u>within the school community</u> (e.g. in the school's communication – Compass & Class Dojo, learning and teaching tools, on display around the school, including on screens)
I give permission	I DO NOT give permission	(B) For use of my child's image (named below) or disclosure in <u>publications/locations that are publicly accessible</u> (e.g. on the school's website and newsletter, in promotional material for the school, e.g. Parent Information Handbook)

Please note, you may choose to provide consent for both, one or none of the categories above.

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