

[INSERT SCHOOL LOGO]

Photographing and Filming Students at [School Name]

Annual Consent Form and Collection Notice

NOTE TO SCHOOLS: Sections highlighted in green are comments/instructions for schools. Schools should read the notes in green, make any changes to the text, and then delete the notes in green. Yellow highlighting indicates a section which should be replaced with the school's details. Remove all highlighting – and these instructions – before providing this form to parents.

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 [insert as appropriate for your school: e.g. celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events, etc, communicate with our parents and school community in newsletters and on classroom blogs/apps/insert as appropriate for your school, etc].

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 [insert as appropriate, e.g. 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 [school phone number and/or email].

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 [amend the options below so that they reflect how your school will use the images within the school]:

- 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, etc
- in the school's newsletter [only include this where newsletters are not available to the general public, i.e. only available through password protection]
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)
- other [insert any other ways in which your school uses photos within the school community]

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:

- [Amend the options below so that they reflect how your school will use the images outside the school environment]
- on the school's website (including in the school newsletter which is publicly available on the website) [delete if not applicable to your school]
- on the school's social media accounts [delete if not applicable to your school]
- in the school magazine [delete if this is not a public document]

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. [Note that your school should make contact with parents/carers of children whose images will be used on the website, billboards, pamphlets etc, to seek specific consent for these uses]

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](#)).

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.

Opt Out

School Name 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* [edit as necessary]).

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 **Name of Person** [insert relevant person's name, e.g. classroom teacher, year level coordinator etc]. 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 **do not consent** to **School Name** using photos, video or recordings of my child (named below) to appear in the following ways:

[Amend each description to reflect the above explanations]

- Use within the school community** (e.g. in the school's communication, learning and teaching tools, on display around the school, in the school's newsletter) **[Edit this – but remember to consider whether your newsletter is password protected to the school community, e.g. through Compass. If the newsletter can be accessed by members of the public on your school website, this means it is 'publicly accessible' and you should move the reference to the newsletter to the next section]**
- Use in publications/locations that are publicly accessible** (e.g. on the school's website, on the school's social media accounts, in promotional material for the school)

Note:

- You may choose to opt out of both or only one type of use.
- It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.
- Further information is available in the **School Name** Photographing and Recording Students Policy

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