

There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example Celebrations of Learning, classroom learning experiences, school magazine or newsletter, sports events, concerts, excursions and camps. On some occasions students film or take photos of each other for classroom or portfolio use. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, to keep in the form of a digital portfolio, document a student's learning journey (camps/ excursions/ sports events), communicate with our parents/carers and school community in newsletters and on classroom blogs or Compass.

This notice applies to photographs, video, audio or any other 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 (e.g. sports events, school picnics, Exhibition, Celebrations of Learning etc) do so in a respectful and safe manner and that any photos, 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.

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 8358 0600 or at [kororoit.creek.ps@edumail.vic.gov.au](mailto:kororoit.creek.ps@edumail.vic.gov.au).

The Kororoit Creek Primary School Privacy Policy aligns with the Department of Education Schools Privacy Policy which can be found at <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>.

### **Section 1: Use or disclosure within the school community**

Photographs, video, audio or any recordings of students will be used within the school community in any of the following ways: This can include:

- in the school's communication, learning and teaching tools including;
  - Compass-as the student identification photograph or to communicate photos from camps, excursions or special events
  - in student Google Drives
  - in student Seesaw portfolio or blog
  - in another student iPad when permission has been granted by the child for schoolwork purposes only
  - Webex for incursions or assemblies or in the case of remote learning or to adhere Covid safe measures
- on the school radio program
- for display in school classrooms, on notice boards or school wide displays, student data analysis documents
- to support student's health and wellbeing. For example, photographs of pencil grip to assist in OT assessments
- to inform staff of students with life threatening health needs such as anaphylaxis or asthma. For example, Anaphylaxis or asthma plans

### **Section 2: Use or disclosure in publications/locations that are publicly accessible**

Photographs, video, audio or recordings of students may also be used in publications that are accessible to the public, including:

- in the school newsletter
- in Compass notifications to families
- on the school's website
- in the school magazine
- on the school Instagram page

Please Note:

1. Your child may be identified by first name in these images (or not named at all).
2. We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.
3. **Your child will automatically participate in live Webex events such as Celebrations of Learning, classroom online learning or incursions. If you wish for your child to be excluded from this you will need to provide a separate opt out form.**
4. Your child will automatically be photographed in their professional class photo which will be distributed throughout the school community. If you wish for your child to be excluded from this you will need to provide a separate opt out form.
5. Your child's photos will be used within Seesaw (Student Ongoing reporting Platform). A separate consent form about Seesaw will be provided to you and If you wish for your child to be excluded from this you will need to provide a separate opt out form.
6. If you do not consent to section 2 your child will not appear in the school magazine or have exemplary work showcased in the school newsletter at all throughout the year.

### Privacy

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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

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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.

Teachers may use personal devices to take photos, but these will be uploaded directly to classroom Google Drives and not be stored at any time on teacher personal devices.

### Opt Out

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Kororoit Creek 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, audio or recordings of your child as described above, you do not need to do anything.**

**If you would like to withhold consent from either section 1 or section 2 or from both, you will need to email [kororoit.creek.ps@education.vic.gov.au](mailto:kororoit.creek.ps@education.vic.gov.au) as soon as possible so your child's permissions can be updated.**

**You will be sent yearly reminders about this consent and have the option to opt out at any time.**

**You may choose to only select one option only, e.g. Section 1 but not Section 2.**

**Your consent will be stored on our Compass server and you will be able view all documentation via past events on Compass for the duration of the 2024 school year. If you do not provide consent, your child will be withdrawn from participating in various activities.**

*Further information is available in the Kororoit Creek Photographing, Filming and Recording Students Policy*