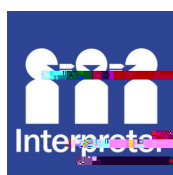


# Photographing, Filming and Recording Students Policy

## Summary

Table 1 Document details

Publication date	November 2023
Review date	November 2023
Related legislation/applicable section of legislation	x Privacy and Data Protection Act 2014(c)
Related policies, procedures, guidelines, standards, frameworks	x the Department's Policy and Advisory Library: <a href="#">Photographing Filming and Recording Students</a>
Approved by	Principal
Approval date	November 2023
Noted	
Version	2.0



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 9755 4555.

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## 1. Purpose

To explain to parents/carers how Rowville Secondary College will collect, use and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.

## 2. Scope

This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students. It does not cover the use of Closed Circuit Television (CCTV). The use of CCTV is covered in the [Department of Education's CCTV in Schools Policy](#).

## 3. Policy

This policy outlines the practices that Rowville Secondary College has in place for the collection, use and disclosure of images of students to ensure compliance with the Privacy and Data Protection Act 2014 (Vic). It also explains the circumstances in which Rowville Secondary College will seek parent/carer consent and how consent can be provided and/or withdrawn.

As a general rule, use relates to images which are shared and distributed only within the school for school purposes (i.e. ID photos, Compass), whilst disclosure is used for images which are shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community.

Rowville Secondary College will ensure that parents/carers are notified upon enrolment and at the commencement of each school year of the ways in which our school may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example classroom activities, sports events, concerts, excursions and camps. We do this for many reasons including to celebrate student participation and achievement, showcase

- x There may be occasions when the school will record whole of school or large group events such as Graduation, House Sports and Performances and if your child participates, they may appear in these recordings which will be available to the whole school community.
- x The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

### Official school photographs

Each year Rowville Secondary College will arrange for a professional photographer to take official school photographs of students. This will generally involve individual photos being taken.

Official school photographs may be:

- x purchased by parents/carers
- x used for school identification cards
- x stored on CASES2Go for educational and administrative purposes.

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- x on the school's website [including in the school newsletter which is publicly available on the website]
- x on the school's social media accounts
- x in the school magazine

### Images to manage student behaviour or fulfil our school's legal obligations

On occasion it may be necessary for school staff to photograph, film or record students when necessary to:

- x fulfil legal obligations, including to:
  - o take reasonable steps to reduce the risk of reasonably foreseeable harm to students staff and visitors (duty of care)
  - o provide a safe and suitable workplace (occupational health and safety law)
- x for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Rowville Secondary College does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Rowville Secondary College photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is reasonable and appropriate in the circumstances.

### Staff use of personal devices

School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload t28f sdi1Ces