



Photographing, Filming and Recording students at Coburg High School

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, document a student's learning journey, promote the school or learning programs and events organised by the school, and communicate with our school community.

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 (eg 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 9353 1700 or coburg.hs@edumail.vic.gov.au

A. Use or disclosure within the school community

Unless you tell us otherwise, 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:

- in the school's communication, learning and teaching tools (for example, emails or apps that can only be accessed by students, parents/carers or school staff with passwords eg Compass, Google Classroom)
- for display in school classrooms, on noticeboards etc
- to support student's health and wellbeing (eg photographs on anaphylaxis action plans)

B. Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise, 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
- on the school's social media accounts

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

We will notify you if we are considering using any images of your child for specific advertising or promotional purposes such as banners or billboards.

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.

Opt Out

Coburg High 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 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 the school's Communication Officer (which can be done via the Front Office).

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. Please also note that there may be occasions when the school will record whole of school or large group events [and make those recordings available to the school community], such as camps and school concerts, and if your child participates, they may appear in these recordings which will be available to the whole school community. It is an expectation that the parent/carer discuss the No Consent to Photograph condition with the child so they know to absent themselves from photos collected for such purposes. If they do not absent themselves, we cannot guarantee they won't appear in a photo and as such they may need to reconsider participation in the event.

I have read this form and I **do not consent** to Coburg High School using photos, video or recordings of my child (named below) to appear in the following ways:

- Use within the school community** (eg in the school's communication, learning and teaching tools, on display around the school)
- Use in publications/locations that are publicly accessible** (eg on the school's website or newsletter, 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.*
- *Further information is available in the CHS Photographing, Filming and Recording Students Policy*

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