

Photographing, Filming and Recording Students at Hume Valley School Annual Consent Form and Collection Notice 2022

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, document a student's learning journey/camps/excursions and sports events. We communicate with our parents and school community in newsletters and on classroom blogs/apps/Facebook annual school yearbook.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. Hume Valley School ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (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 e.g. to social media accounts, 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 93093477.

A. Use or disclosure within the school community

Images 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, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords e.g. Compass, Google Classroom etc.
- displays in school classrooms and on noticeboards
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)

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

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

- on the school's website
- on the school's social media accounts
- In the school Yearbook
- School Community Update

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:

- 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 Hume Valley School Photographing, Filming and Recording Students Policy <http://www.humevalley.vic.edu.au/index.php/policies-and-school-documents/>

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 (DET). DET 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 at:

<https://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.

Consent

Please complete consent via this form or via the digital form <https://forms.gle/BvxdXbZvm3MgaARbA>

I have read this form and I **consent** to Hume Valley School using photos, video or recordings of my child (named below) to appear in the following ways:

Use within the school community

- display boards, teaching & learning tools

Use in publications/locations that are publicly accessible

- Hume Valley School Website
- Hume Valley School Community Update
- Promotional Material
- Social media (School's Facebook account)
- Newspaper
- Hume Valley School Yearbook

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

