PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact the Bundoora Secondary College office on (03) 9467 1511 or bundoora.sc@education.vic.gov.au.

PURPOSE

To explain to parents/carers:

- how Bundoora Secondary College collects, uses and discloses photographs, video and recordings of students
- when parent/carer consent is required before photographing, filming and recording students
- how consent can be provided and withdrawn.

SCOPE

This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students.

The policy does not cover the:

- use of Closed-Circuit Television (CCTV). The use of CCTV is covered in our school's CCTV Policy and the department's CCTV in Schools – Installation and Management policy.
- use and disclosure of photographs, video and recordings of adults. School staff should refer to the Photographing, Filming and Recording Staff and Other Adults Policy (PAL).

POLICY

There are many occasions during the school year where Bundoora Secondary College staff photograph, film or record students participating in school activities or events, for example classroom activities, themed days, sports events, concerts, excursions and camps.

We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey, camps, excursions and sports events, and communicate with our parents/carers and school community through newsletters and classroom sharing platforms, including Compass and Teams. There may also be occasions where we take images to support student behaviour management or to fulfil legal obligations. Further detail is provided within this policy.

In addition to the above, there may be situations where a third party requests to take, use or disclose images of students.

This policy outlines the practices that Bundoora 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 It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

Consent

The Photographing, Filming and Recording Students Consent Form is provided by Bundoora Secondary College at enrolment. This form applies to standard uses of images for the time your child attends the school. Standard uses are defined in the following sections.

For non-standard uses, where consent is required, parents/carers will be sent a consent form for that specific situation. Schools will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

If at any time parents/carers wish to withdraw or change their consent, they can do so by contacting the Bundoora Secondary College office on (03) 9467 1511 or bundoora.sc@education.vic.gov.au. If consent is withdrawn verbally, the school will make a written record of this. However:

- if the images have already been published and are in the public domain, it may not be possible to remove them
- the school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Image use within the physical school environment

Bundoora Secondary College may photograph, film or record students to use within the physical school environment, including:

- for display in school classrooms (e.g. in displays of student work and on noticeboards to celebrate achievements)

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

Image use within the school community

Bundoora Secondary College may photograph, film or record students to use within the school community, including:

- in the school's online communication, learning and teaching tools, including Compass and Teams, emails, classroom lessons and apps that can only be accessed by students, parents/carers and school staff with passwords
- in the school's newsletter where access is restricted to the school community

- in the school magazine or yearbook distributed within the school community
- for sharing student achievements and CQEES portfolio evidence within the school community, where this is not a curriculum-based activity described below

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

Image use beyond the school community

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 any publicly available school newsletter, magazine or yearbook
- on the school's public social media accounts

A Photographing, Filming and Recording Students Consent Form will be given to parents/carers on enrolment for the standard uses described above. Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school.

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes. We will seek specific parent/carer consent before any such use by the school or a third party. This does not include simply sharing school events and activities in the standard ways described above.

Media

The media, or the Department of Education's media team, may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When Bundoora Secondary College receives such requests, our school will:

- provide parents/carers with information about the organisation involved and when and for what purposes the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

Students will only be photographed, filmed or recorded by the media at school if express consent is provided for that specific media event. Neither the school nor the department own or control any photographs, video or recordings of students taken by the media.

Research

On occasion, the school may agree to research projects being conducted at the school. If this occurs, parent/carer consent will be sought for student participation, including any photography or recording of students.

Closed Circuit Television (CCTV)

Parent or carer consent is not required for a school to install CCTV. Bundoora Secondary College's CCTV system is managed in accordance with our school's CCTV Policy and the department's CCTV in Schools – Installation and Management policy. Information about the management, operation and use of our CCTV system is available from the school office.

Other external collection, use or disclosure

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, Bundoora Secondary College will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

Official school photographs

[Principal to confirm before publication: the professional photography arrangements, annual schedule, whether class and individual photographs are taken, and the official photograph uses listed below.]

When engaging a professional photographer, the school will include a clause relating to appropriate information handling in the agreement or contract.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards and student identity verification letters
- stored on CASES21 for educational and administrative purposes.

Bundoora Secondary College will notify parents/carers in advance of the official school photographs being taken to give them an opportunity to decide whether their child will be included in the photographs.

Parents/carers who choose to opt out of having their child participate in official school photographs must contact the Bundoora Secondary College office on (03) 9467 1511 or bundoora.sc@education.vic.gov.au before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent or carer to purchase any photographs taken. However, the school will need to discuss with these parents/carers alternative arrangements for identifying students in emergencies and for other essential purposes.

Images to manage student behaviour or fulfil our school's legal obligations, including child safety

On occasion, it may be necessary for school staff to photograph, film or record students and/or use images to:

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

Bundoora Secondary College does not require or obtain consent from parents/carers or students to photograph, film or record students, or to use these images, for these reasons. However, when Bundoora 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 necessary, reasonable and appropriate in the circumstances.

Child Safe Standards

Bundoora Secondary College will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety and Wellbeing Policy. If at any time a parent/carer or student has a concern about the use of any images, they should contact the school office on (03) 9467 1511 or bundoora.sc@education.vic.gov.au.

Curriculum-based activities

Photographs, film and recordings of students may be collected and used for curriculum-based activities (i.e. class work) as part of standard learning and teaching practices. Bundoora Secondary College does not require or obtain consent for this. Access is limited to students and relevant teaching staff. Parents/carers may have access to images of their own child in this context.

Professional development

Occasionally, teachers and classes may be recorded for professional development purposes to improve the delivery of educational services. Bundoora Secondary College does not require or obtain consent for this, however the recordings will only be used internally and for the specific purpose of staff development.

Storage of images

Photographs, video and recordings of students taken by Bundoora Secondary College will be stored in our secure document storage systems with restricted access. Any photographs, videos or

recordings made on devices, including non-school issued devices, will be transferred to secure school systems and removed from the devices as soon as reasonably possible.

Images taken by the school community

Bundoora Secondary College endeavours to respect the privacy of all members of our school community and requests that parents/carers, students and invited guests do not photograph, film or record school performances, sporting events and other school-approved activities.

Neither the school nor the department own or control any images of students taken by parents/carers, students or their invited guests at school activities.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- On enrolment
- An annual privacy reminder in our school newsletter at the start of each year, including a link to this policy
- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings, as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- The department's Policy and Advisory Library: Photographing, Filming and Recording Students

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2025
Approved by	Principal — approval of this customised version to be confirmed
Next scheduled review date	November 2029