



Photographing, Filming and Recording students at Yarra Ranges Special Developmental School Annual Consent Form and Collection Notice

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 assist with student learning, video self modelling, to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters and on classroom blogs.

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 ph 03 9736 2499 or email yarra.ranges.sds@education.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, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords eg Compass, Class Dojo etc)
- for display in school classrooms, on noticeboards etc
- in the school's newsletter
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)
- Emergency Management/Medical Plans, Risk Assessments

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:

- In the school magazine
- meTV our online teaching and learning platform accessed from a secure website.

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.

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

Yarra Ranges Special Developmental 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 contact the front office** at Yarra Ranges Special Developmental School. 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.

IMPORTANT

If you do not want your child's photograph or filming to be used in the above media programs, please contact the school.

Phone: 9736 2499

Email: yarra.ranges.sds@education.vic.gov.au

You may wish to opt out of one or both choices below.

Use within the school community (eg in the school's communication, learning and teaching tools, on display around the school, in the school's newsletter).

Use in publications/locations that are publicly accessible (eg on the school's website, on the school's social media accounts, in promotional material for the school, including meTV our online teaching and learning platform accessed from a secure website).

Note:

- *You may choose to opt out of both or only one type of use.*
- *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 Yarra Ranges Special Developmental School Photographing, Filming and Recording Students Policy.*