



## **Gardenvale Primary School Media Consent Form**

### **Rationale**

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 celebrating student participation and achievement, showcasing particular learning programs, documenting a student's learning journey, as well as camps, excursions, sports events, and school musical and to communicate with our parents and school community in newsletters and on classroom blogs/apps/school Facebook page and school year book.

This consent form applies to photographs, video or recordings of students that are collected, used and disclosed by the school. The school asks that any parents/carers or other members of our school community photographing, filming or recording students at school events, for example, concerts, sports events, assemblies, do so in a respectful and safe manner and that any photos, video or recordings of students are not publicly posted to a social media account without the permission of the relevant parent/carer.

If you do not understand any aspect of this consent form, or you would like to discuss any concerns you have, please contact the school on 9596 2971.

### **Aim**

The aim of this media consent form is to obtain parental consent to use images of your child in specific circumstances as outlined below in section A.- "Use or disclosure within the school community" and in section B – "Use or disclosure in publications/locations that are publicly accessible".

#### **A. Use or disclosure within the school community**

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, classroom programs celebrating events etc. that can only be accessed by students / parents / carers or school staff with passwords Compass.
- For display in school classrooms and on noticeboards and TV screens

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

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 Facebook account (all posts on our Facebook page are monitored by our Communications officer and only group shots are posted. For any individual, close up head shots used for special achievements, parents are contacted as a courtesy to obtain verbal consent)
- In the School Musical Program and Graduation events

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

The school 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.



## **Gardenvale Primary School Parent Consent Form**

I have read this form and I

**do consent**

**do not consent**

to Gardenvale Primary School using photos, video or recordings of my child (named below) to appear in the following way:

Within the school community in the school's Compass communication system, learning and teaching tools, classroom programs, on display around the school, in the school's newsletter

Use in publications / locations that are publicly accessible on the school's website, on the school's Facebook account, in promotional material for the school

<b>Name &amp; Class of Student</b>	
<b>Name of parent/carer</b>	
<b>Signature</b>	
<b>Date</b>	___ / ___ / _____

This policy was last ratified at school council in .....