

Photographing, Filming and Recording students at the Centre for Higher Education Studies

Annual Consent Form

During the school year there are many occasions 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 learning programs, document a student's learning journey, share student experiences at events and communicate with our parents and school community in newsletters and on our webpage and social media.

Our [Photographing, Filming and Recording Students Policy](#), describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.

Please note there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff.

If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact our team on 03 9063 1170 or ches@education.vic.gov.au.

Consent for use of images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

A. Use of images within the physical school environment:

If you consent, photographs, video or recordings of your child may be used by our school within the school environment in any of the following ways:

- For display in school classrooms (e.g. on noticeboards to celebrate achievements)

B. Use of images within the school community:

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- in the school's learning and teaching tools (for example, emails or apps that can only be accessed by students, parents/carers or school staff with passwords e.g. Compass and Canvas)
- for display in the school premises
- to support student's health and wellbeing
- in the school's newsletter and/or yearbook
- to document the student's learning journey in communication between students, staff and parents/carers

C. Use of images beyond the school community/publicly:

If you consent, 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 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 our [Schools' Privacy Policy](#).

We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. events, graduation etc) do so in a respectful and safe manner and that images of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

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

The Centre for Higher Education Studies (CHES) 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, available on our website).

If you would like to withdraw or change your consent at any time, you must notify us via email to ches@education.vic.gov.au or phone 03 9063 1170. If consent is withdrawn verbally, we will make a written record of this. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

Your consent

I have read this form, and I consent to the Centre for Higher Education Studies collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways:

Indicate your consent for the three options by using the tick boxes.

- I consent to the use of images of my child **within the physical school environment**
- I consent to the use of images of my child **within the school community**
- I consent to the use of images of my child **beyond the school community/publicly, i.e. the school's website and social media accounts**

Name of student:	
Name of parent/carer:	
Signature:	
Date:	