

Photography & Video Policy

Photography and Video Recording

This policy applies to photography or video, or attempted photography or video taken on college premises or at events held on or off college premises and online.

With technological development, the taking and use of photographs and video of students while participating in college-related activities has become an inseparable part of education and social development. Further, visual feedback to staff or students in the form of photos or video samples are highly effective in the development of oral language in DHH students.

The college has duty of care and privacy obligations to students, to manage the taking and use of photography and video by:

- the college, staff and college affiliates;
- parents/carers;
- students; and
- external parties.

The aim of this policy is to:

- manage the risks to student safety and wellbeing arising from the taking of photos;
- ensure that photos and videos are taken reasonably and sensibly; and
- to maximize the educational and social benefits of photography and video recording.

Photography & Filming in the College (including the partner school premises)

Photography often occurs on college premises or at college events including, but not limited to:

- learning activities
- theatrical/musical performances;
- open days;
- sports fixtures;
- fairs and fetes; and
- assemblies/college events.

Photography & Filming outside of the College

Photography or filming often occurs outside of the college premises but within College (including the partner school) organised events including, but not limited to:

- camps/retreats
- excursions
- work experience/placements

Photography & Filming online (Remote Learning only)

Photography or filming often occurs in online college organised activities. These are limited to:

- scheduled online classes using the College managed instance of Google Meet
- scheduled online speech therapy sessions using the College managed instance of Google Meet
- scheduled online wellbeing activities such as Auslan classes, craft activities or student check-ins using the College managed instance of Google Meet

St Mary's College's Policy

St Mary's College is committed to managing the risks to student safety and wellbeing arising from the taking of photos or video.

It is our policy that:

- the college is responsible for managing the ability and access of all persons to take photos or videos of students on college premises, at college events and online activities;
- photos and videos will not be taken, used or published without the informed consent of relevant parents/carers of students;
- parents/carers and students are not permitted to take photos and videos of college organised online activities where other students are present;
- college staff are not permitted to take photos and video of students online outside of scheduled, parent notified online activities;
- college staff are expected to supervise and manage the taking of photos and videos by students and parents/carers of other students while on college premises and at College Events and managed accordingly;
- photos and videos will be stored in accordance with the college's Record Keeping Policy; and
- the college reserves the right to decide whether a particular person has the right to take photos or video on college premises or at college events.

Standard Collection Notice

The following are some of the key points contained within the College's Standard Collection Notice:

- Photographs of student activities such as sporting events, College camps and College excursions may be taken for publication in College newsletters and magazines and on the College's and other educational websites. The College will **not** obtain separate permissions from the students' parent or guardian to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as on the internet.
- If a parent or guardian does not consent to the use of photographs or other identifying material, they will need to complete a Withdrawal of Photograph/Video Permission form or to notify the College in writing of any withdrawal of consent.

Photography/Video by the College

The college and its staff may take photos or videos of students for educational or promotional purposes, in accordance with this policy.

If a parent/carer does not consent to having their child photographed or videoed, the college will ensure that the student is not photographed/videoed or identified in photos/videos where it is reasonably appropriate to do so. The consent and permissions provided by parents/carers will be updated as required.

Photography/Video by External Parties

The college endeavours to manage and control the taking of photos/videos of its students by external parties, and their access to college premises, college events, and students. Where appropriate, the college will set terms and requirements upon the access granted to these persons.

The college will secure the ownership of photos and videos taken by external parties where possible. If ownership cannot reasonably be obtained, the college will negotiate terms of use with the external party/ies.

Photography/Video by Students and Parents/Carers

The college endeavours to supervise and manage students taking photos and videos of each other in accordance with this policy. Students will be instructed on the importance of privacy and consent in their use and control of photos and videos.

Parents/carers of students may take photos/videos for personal or sentimental reasons. While the college cannot manage the use of photos and videos taken by parents/carers for personal purposes (e.g. social

media), the college encourages all parents/carers to review its policies to understand the risks associated with using photos and videos of children in a personal capacity.

Suspicious Activity

Where any teacher, student or member of staff notices behaviour which may be criminal or may endanger the health or wellbeing of a student, they must report the behaviour immediately to the Principal.

Suspicious/criminal behaviour may include:

- people taking photographs in sensitive places, such as change rooms and bathrooms;
- indecent photography such as 'upskirting'; or
- voyeuristic or 'peeping tom' behaviour, which includes people taking photos surreptitiously.

The Principal will take appropriate action in response to a report, which may include disciplining persons who are members of the college community or reporting the matter to the Police or relevant authorities.

Publishing Photos or Videos

The college will follow these general guidelines when using and publishing photos or videos in print and online publications:

- photos/videos of a student will only be used where the College has not received a completed Withdrawal of Photograph/Video Permission form from the parent/carer notifying the College in writing of any withdrawal of consent;
- where appropriate, we will not identify any student in the photos/videos published; and
- where there are photos which may potentially be misused the college will take steps to ensure only appropriate images or videos are published.

Recording of online lessons or sessions during Remote Learning

Specialist lessons or therapy provided to students online during periods where remote learning has been put in place on the advice of the Victorian Chief Health Officer will be recorded for the purpose of providing transparency and documentation. These recordings will:

- only occur using the college instance of Google Meet and college administered accounts;
- be transferred to and stored digitally in the college instance of the administration restricted Google Drive;
- be paused or stopped if the student, parent or staff member believes the student or families' privacy is being compromised (e.g. audible background discussions)
- be periodically reviewed by the principal inline with Child Safety Standards and our Working Alone with Children Policy, and
- be deleted/destroyed after a period of one school term.

Record Keeping

St Mary's College has an obligation to comply with both state Privacy Laws and the Privacy Act 1988 (Cth). A photograph or video is a form of personal information (a record) which must be managed according to our Privacy Policy and Record Keeping Policy. The college will maintain a record of photographs and associated consent forms (with applicable dates) to ensure that consent has been received for a particular use.

Related documents:

Privacy Policy

Child Safety Policy

Photograph and Video Permission Form

Cyber Safety Policy

Working Alone with Children Policy

Status of Document	
Written by: Principal	17 July 2020
Approved by: College Board	
Next Approval: College Board	