



## Photographing, Filming and Recording students

### Annual Consent Form and Collection Notice – 2024

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 celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events etc, and communicate with our parents and school community in newsletters.

I give consent for photos and recordings to be taken and used as indicated below:

- Seesaw** – Seesaw is our Continuous Reporting Platform This platform is where students document and share with their learning journey with their families.
- Compass** – School photos are used on Compass to support unfamiliar staff to recognise all students.
- Individualised learning resources** – Photos and videos are used to develop individualised learning resources to support your child's learning, communication, social interactions.
- Display boards within school** – Photos are used on display boards to celebrate work for display in school classrooms and on noticeboards etc.
- School's social media (Facebook & Instagram)** – These platforms do not provide student details. First names are used only; the platforms are used to celebrate achievements and share special events with the community.
- School yearbook** – Photos are used to celebrate the progress students have made throughout the year.
- Wayi Word** – The Wayi Word is the school's newsletter, it is used to celebrate achievements of students. It is publicly available on the school's website and shared with families through Compass. Students are identified by first name only.
- Wayi School Website** – Photos are used to support text within the website as well as share the achievements of students with the community and future students. Students are identified by first name only.
- Newspapers** – Photos and first names are used when an article is written about the school.
- School Branding** – Banners, pamphlets, and marketing documents are printed and used to promote our school at fundraising events and with prospective families.

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.

## Parent Consent

---

Wayi 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* via our school website).

**Please complete the Parent Consent below to indicate whether you give permission for the school to use photos video or recordings of your child as described above.**

Note:

- *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 Wayi School Photographing, Filming and Recording Students Policy*

<b>Name of Student</b>	
<b>Name of parent/carer</b>	
<b>Signature</b>	
<b>Date</b>	___ / ___ / _____