



**COBURN PRIMARY SCHOOL**



# PHOTOS AND PRIVACY

POLICY - 2016

## **Rationale:**

At Coburn Primary School we celebrate the efforts of our students by mentioning their participation in school events and their achievements in our school newsletter and where possible photographs of students are included.

## **Aims:**

- To have current photos of all students for identification in the school
- To give parents the opportunity to have a memento of their children's school days

## **Implementation:**

- Usually once a year a photography company takes individual, team and class photographs for sale to parents and for use within the school.
- At times teachers take photos of their students to use.
- Photographs of students are used in the school magazine, newsletters, for display in the office foyer and on the website.
- Coburn Primary School will maintain a register for those who have permissions to have their photos included in the media platforms outlined above. This will be referred to when including photographs.
- Pre-service teachers often take photos as part of their training. No names are recorded and the photos are necessary for their teaching and learning.
- Parents/Guardians will be invited to events and notified if photos and filming are permitted. If photos and/or filming is permitted the following factors will be considered by Coburn P.S.
  - Ensuring that children are kept safe
  - The function is not disrupted, and
  - The children and school staff are not distracted. For instance, photography and filming may be limited to designated areas and times during the vents which are nominated by the teacher in charge of the event
- Coburn allows parents to record school performances, which are mementos to be shared with family and friends. Video and audio recording is permitted at school under a copyright license paid by DET on behalf of all government schools (AMCOS/ARIA license).
- At times the press is invited to school for certain special events and they are expected to follow the school guidelines.
- If a press story is about an individual, school always seeks consent from parents before passing information or photographs for publication.

## **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

**October 2016**