

Purpose

Photographs, films and other recordings of individuals are considered personal information, and as such are protected by privacy law in the same way as other personal information. These may be protected by copyright law also. Therefore, the College has a duty of care to manage taking and using photography, film and recording by and of its students, including exchange students.

The College is committed to maximising the educational and social benefits of photography, recording and filming while taking all reasonable practicable measures to manage the risks to student safety and wellbeing arising from the inappropriate taking and use of photographs, film and recordings.

Scope

These guidelines apply to photography, film or recording taken of students during College events and activities held on or off the College grounds by:

- all College staff
- parents/guardians/carers and the wider College community
- students, including exchange students, and
- external providers, commercial or professional photographers/films engaged by the College.

Guidelines

- the College will take all reasonably practicable measures to manage the access of anyone to take photos, films or recordings of students, while on or off the College grounds during College activities and events.
- the College will take all reasonably practicable steps to obtain the consent of the relevant parents/guardians/carers for the College to use, take, or publish photos, films and recording of their child.
- the College will take all reasonably practicable steps to obtain the consent of the relevant parents/guardians/carers for the College to take, use or publish photos, films and recording of their child, participating in the exchange program.
- the College will take all reasonably practicable measures to supervise its students, including exchange students, in the appropriate use of taking photos, films or recordings of other students, during school hours or College activities and events, while on or off the College grounds;
- the College will communicate to parents/guardians/carers the restrictions when taking photos, films or recordings of students, other than their child, at College activities.
- the College will manage to ensure all external providers and professional photographers, have appropriate permissions to take photos, film or recording of College students, including exchange students.
- the College will educate students through curriculum, about different forms of social media; and its advantages and disadvantages.

Parent/Guardian/Carer Permission

The College will request parents/guardians/carers to complete the Photograph and Recording Permission Form, which informs the College about the level of permission for the College to use their child's photography, film or recording for its publications and social media. Such publications include the College newsletter, yearbook, College promotional material and its website.

Also, the permissions include any photography, film and recording used for the Melbourne Archdiocese Catholic Schools Ltd (MACS).

The College will request the parents/guardians/carers to complete the Photograph and Recording Permission Form, for their child, who is attending the College, under the student exchange program. This will be stored against their records.

The permission is tiered and therefore enables parents/guardians/carers to determine the level of permission they wish to grant for their child. The result of the permission form, including total refusal, is then recorded against each student's records, which relevant staff can access and verify easily.

The permissions are reviewed biannually.

Student Permission

Students, including exchange students, are not permitted to take photographs, films or recordings of other students unless this is part of an educational activity, and it is supervised by a teacher. This is applicable to offsite and onsite activities.

The College educates students about the appropriate use and risks of the internet and social media platforms such as Facebook, Twitter, Instagram, YouTube, Snapchat, TikTok, Weibo, WeChat, or WhatsApp through its pastoral programs and incursions: such as Elephant Ed – Sex and social media education, and the E-Safety Commissioner.

Disciplinary action may be taken where students have knowingly breached these conditions.

How the College may use the photographs, films or recordings

College and MACS

The College uses photography, films and recordings to record or promote the special events and activities held during the College year. These are published throughout the year on the various mediums:

- College Calendar
- College Newsletter
- College Website
- College Yearbook
- Instagram
- Facebook
- Promotional materials eg flags, leaflets, programs

The extent to which the College will use the student's photography, film or recording will be determined by the permissions shown against the student's records. That is, the permission says only internal, but not social media, or internal social media, but not MACS.

When there are situations where a student, with no permission, has been included in a photograph, to be considered for a promotional publication, the College will consider

whether the student can be removed from the photograph or not publish it at all. In very specific situations, the College may contact the parent/guardian/carer directly to obtain permission.

When MACS requests student photography, film and recordings to be used for any of its publications, the College will refer to the student records to determine the students with this permission.

External Photographers

When the College uses external photographers to capture the moments of a College event and intends to obtain the photographs, films and recordings to be used in its publications, the College will set terms with the external photographer to secure the ownership of photographs, films and recordings. If the ownership cannot be obtained, then the College will negotiate terms of use with the external photographers to ensure the safety and privacy of students.

External Providers/Third Parties

With technological developments, taking and using photography, recording and films of students, while participating in College activities, both on or off site, has become an inseparable part of education and social development.

Under these circumstances, the College will seek specific permissions where the external provider or third party, including media, wishes to use photographs, films or recordings of the College students in their publications.

Parent/Guardian/Carers

Throughout the year, parents/guardians/carers wish to capture their child taking part in College activities, events, or productions; however, trying to take these photographs, films or recordings can include many other students in the crowd. Taking a photograph, film or recording, that includes the crowd, but does not feature any other particular person does not require permission from each person.

The College will provide information for parents/guardians/carers about the risks of publishing the photographs, films or recordings – especially when these feature lots of other people.

Court Orders

If a student is subject to any parenting or protection orders (including guardianship/foster arrangements, or witness protection programs), the College will seek specific permission from the parent/guardian/carer before their child's photograph, film or recording is published.

Publishing a Student's Work

The College must consider potential copyright infringement before it will publish a student's work.

Identifying Suspicious Activity

When a staff member or student, notices unusual or suspicious behaviour by someone taking photographs, films or recordings of students at a College event, then they must report this immediately to a staff member.

Suspicious behaviour may include:

- Indecent photography such as 'upskirting'
- Voyeuristic or 'peeping tom' behaviour, which includes people taking photos surreptitiously
- People take photographs in sensitive places such as changing rooms and bathrooms.

The staff member will determine if the matter should be referred to the Police, or if any other action should be taken.

Record Keeping

The College stores the student photographs, films and recordings in accordance with the Privacy Policy and Procedures and the Standard Collection Notice.

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