

Photographing, Filming and Recording Students Policy

1. Purpose

Alphington Grammar School is committed to protecting the **safety, dignity and privacy of students** when photographs, videos or audio recordings are taken.

This policy ensures that photographing, filming and recording students:

- supports student learning and school communication
- respects student safety and privacy
- prevents misuse of images or recordings
- complies with child safety obligations and privacy laws
- aligns with the Child Safe Standards under Ministerial Order 1359.

2. Scope

This policy applies to:

- all **staff**
- **volunteers**
- **contractors**
- **students**
- **parents/carers**
- **visitors**
- third-party providers engaged by the school

It applies to **all forms of recording**, including:

- photographs
- video recordings
- audio recordings
- live streaming
- digital images
- CCTV footage
- recordings made on personal or school devices.

3. Policy Statement

Alphington Grammar School recognises that photographing and recording students can support:

- educational activities
- school promotion and communication
- celebration of student achievements
- documentation of school events.

However, these activities must occur in a way that:

- protects students from exploitation or harm
- respects privacy and cultural sensitivities
- prevents inappropriate sharing of student images
- ensures informed consent.

The School will only photograph, film or record students where this is **appropriate, authorised and consistent with child safety obligations**.

4. Guiding Principles

The School will ensure:

1. **Student safety and dignity are prioritised at all times.**
2. **Images are used respectfully and appropriately.**
3. **Students are not exposed to unnecessary risk through publication of images.**
4. **Parents/carers provide informed consent for the use of images.**
5. **Staff follow strict professional boundaries when recording students.**
6. **Images are stored securely and used only for approved purposes.**

5. Consent

The School will obtain **parent or carer consent** for the photographing or recording of students.

Consent forms will:

- be provided at **student enrolment**
- outline how images may be used
- allow parents/carers to **opt in or opt out** of certain uses.

Possible uses include (print and digital):

- school newsletters
- school website
- social media
- marketing publications
- school promotional materials
- internal learning platforms.

Parents may withdraw consent at any time by contacting the School.

Students who do not have consent recorded will **not be included in public-facing images**.

6. Acceptable Use by Staff

Staff may photograph or record students only when:

- the activity is **related to educational or school purposes**
- the recording is made on **approved school devices**
- the images are stored on **school systems**
- consent has been obtained.

Staff must **not**:

- use personal phones or devices to photograph students unless authorised
- store student images on personal devices
- share images via personal social media accounts
- take images of students in situations that may compromise dignity or privacy.

Particular care must be taken when recording:

- sports activities
- changing areas
- camps or overnight activities.

Recording in **toilets, change rooms or private areas is strictly prohibited**.

7. Student Use of Recording Devices

Students may photograph or record activities only when:

- permitted by a teacher
- part of a learning activity
- respectful of others.

Students must **not**:

- record students or staff without consent
- post images of other students online without permission
- use recordings to bully, harass or embarrass others.

Misuse may result in **disciplinary action** under the School Behaviour Policy.

8. Parent and Visitor Photography

Parents and visitors may take photographs or videos at school events such as:

- concerts
- sports events
- assemblies
- celebrations.

However they must:

- only photograph their **own child where possible**
- avoid publishing images of other students online without consent
- comply with any directions from staff.

The School may restrict photography at certain events to protect student privacy.

9. Use of Images in School Publications

Images may be used for:

- newsletters
- school website
- yearbooks
- marketing materials
- social media
- student learning portfolios.

The School will ensure that images:

- do not identify students with full names where unnecessary
- do not include sensitive personal information
- portray students respectfully.

10. Storage and Security of Images

Student images and recordings must be:

- stored on **secure school systems**
- accessed only by authorised staff
- used only for approved school purposes.

Images will not be retained longer than necessary and will be managed in accordance with the School's **Records Management Policy** and Public Record Office Victoria standards.

11. Third-Party Photographers and Media

Where external photographers or media organisations are engaged:

- the School will approve the activity
- consent requirements will be verified
- child safety expectations will be communicated.

External providers must comply with the School's:

- Child Safety and Wellbeing Policy
- Code of Conduct
- Privacy obligations.

12. Cultural Sensitivity

The School recognises that photographing or filming may require sensitivity for:

- culturally diverse students
- Aboriginal and Torres Strait Islander students
- overseas students
- students with additional needs.

The School will respect cultural and family preferences regarding image use.

13. Concerns or Complaints

Concerns about inappropriate photographing, filming or recording should be reported immediately to:

- a staff member
- the Principal
- the Child Safety Officer.

The School will respond promptly in accordance with:

- Child Safety reporting procedures
- the Reportable Conduct Scheme
- relevant legal obligations.

14. Breaches of this Policy

Breaches may result in:

- disciplinary action for staff
- student behaviour management processes
- restrictions on visitor access
- reporting to relevant authorities if required.

15. Related Policies

This policy should be read with:

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Privacy Policy
- ICT Acceptable Use Policy
- Digital Learning Policy
- Records Management Policy
- Complaints Policy.

16. Review

This policy will be reviewed:

- **every two years**, or
- earlier if legislative or child safety requirements change.

The review will be overseen by the School's **Governing Authority and Principal** as part of the School's Child Safety governance framework.