



## HALLAM PRIMARY SCHOOL

### 2021 PHOTOGRAPH PERMISSION FORM

<b>STUDENT NAME:</b>		<b>CLASS</b>	
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During the school year there are occasions and events where staff may photograph, film or record students participating in school activities. We do this for a number of reasons, including to celebrate student participation and achievement, showcase particular learning programs and whole-school activities, document a student's learning journey, and communicate with our parents and school community via newsletters and online assemblies. For students in Year 6, this also includes activities that are undertaken by our Student Leadership Team, and as part of our Year 6 Farewell celebrations.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. sporting or whole-school events) do so in a respectful and safe manner and that any photos, video or recordings ('images') of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 9703 1536.

#### **Use or disclosure within the school community:**

Unless you tell us otherwise, images of your child may be used by our school within the school community, as described below.

- photographs, video or recordings of students may be used within the school community in any of the following ways:
  - in the school's communication, learning and teaching tools, e.g. through Google Classroom
  - for display in school classrooms, on noticeboards, etc.
  - as part of classroom programs
  - during whole-school events, e.g. Book Character Parades, Sports Days and Fun Runs
  - during online assemblies that can be securely accessed by the school community via WebEx
  - in celebratory publications, e.g. our Hallam PS Yearbook
  - as part of our Year 6 Farewell celebrations

#### **Use or disclosure in publications/locations that are publicly accessible:**

Unless you tell us otherwise, photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website (including in the school newsletter which is publicly available on the website)

Your child may be identified by **first name only** in these images (or not named at all).



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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>).

**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.

I have read the information and approve the following: Please tick each category individually **to indicate approval** before signing under each statement.

*Appear in images within the school community, as described*

Parent/Guardian Signature: \_\_\_\_\_

*Appear in publications/locations that are publicly accessible, as described*

Parent/Guardian Signature: \_\_\_\_\_

*Appear in the 2021 Year Book*

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Date:     /     / 2021