

LALOR EAST PRIMARY SCHOOL

CAMERA POLICY

The School Council, Principal and staff are required by law to protect the personal privacy of its staff, students and community. The Victorian Privacy Act 2000 provide for the protection of personal information. 'Personal information' means recorded information which can identify someone. Photographs, video and digital images of students may also contain copyright and therefore may also be governed by the Copyright Act 1968 (Cth) (Copyright Act). To comply with these Acts, consent will generally be required from parents/guardians before schools can collect and use student photographs and film.

Guidelines

- photographic images (video and still) are an integral part of the school curriculum
- before a image is taken, permission must be given by the subject and/or the carers of the subject in the case of a minor
- if that image is to be used in public, written permission must be gained from the parent/legal guardian if the subject is a minor, or from the subject of the image themselves if they are no longer a minor
- upon enrolment, school will seek written permission from parents/legal guardians to use students' images publicly. This permission is to be granted for as long as the student is enrolled. If the parent\guardian wishes to alter this permission, requests must be made in writing to the Principal
- the use of phone cameras by students is banned from Lalor East Primary School at all times
- students may be permitted to bring a personal camera to school under special circumstances e.g. camps, excursions etc. The equipment list for such activities will list cameras as an optional item where applicable. Personal cameras will be the responsibility of the student and not covered under school insurance for loss or damage
- any inappropriate use of a camera during a school activity will result in the confiscation of that camera where it will be kept in a secure location to be returned to a carer/guardian at the end of the school day
- students will be instructed on privacy issues related to taking and publicising images of themselves or others

Links

Other school policies which are connected with this policy are:

- Privacy Policy
- Cyber Bullying Policy and Student Acceptable Use Contracts

Evaluation

This policy will be reviewed as part of the school's three year policy review cycle or at times that the Principal forms the opinion that the policy warrants a review.

Approved at School Council: September 2017
Next review: September 2020