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.

**Guidelines**
- photography is an integral part of the school curriculum
- before a photo is taken, permission must be given by the subject and/or the carers of the subject in the case of a minor
- if that photograph 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 photograph themselves if they are no longer a minor
- 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 photos of 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 with consultation with all staff members as part of the school’s three year review cycle or at times that the Principal forms the opinion that the school situation warrants a review.

Approved at School Council: September 2014
Next review: September 2017