MEDIA/PHOTO POLICY

GENERAL STATEMENT
Parents/carers have the right to decide whether photographic, video, audio or any other form of electronic recording of their child/ren will be used in media publications. Students have the right to protection to ensure their privacy and their rights to undue exposure through media.

RATIONALE
The school has an obligation to respect the privacy of students and parent/carers.

BROAD GUIDELINES
Concord School will
- ensure that the rights and safety of students are protected at all times
- comply with the requests of parents/carers as expressed through the Media/Photo Permission Form

Media publications refers to such things as
- Internal - school displays, classroom books, school newsletter, school year book, student digital portfolios, class videos, Concord’s intranet
- External – Concord School and other DEECD websites, school promotional material and media sources such as the Education Times or local newspaper

IMPLEMENTATION
- On enrolment, parents/carers will complete a Media/Photo Permission Form
- Parents/carers may, at any time, change their permission through the completion of a new form
- The Media/Photo Permission will be effective while the student attends Concord School
- A register of parent/carers who refuse permission will be kept in the office, with copies given to relevant Team Leaders
- When class lists are updated, information will be forwarded to ensure class teachers are aware of the media/photo status of each student
- It is each teacher’s responsibility to ensure that they are aware of the media/photo status of each student within their class
- Electronic recording of students may occur as part of curriculum and school activities
- Electronic recording of students, as part of curriculum and school activities, may be published for a variety of purposes and through a variety of media
- Without formal permission, publication of electronic recording of any student, in any form, will NOT be permitted
- Where a student is identified, the school allows only the student's first name, initial of the surname and class grouping to be included in any media publication
- Specific permission will be sought from parent/carers for any other electronic recording for external purposes that may arise

RESOURCES
Media/Photo Permission Form

EVALUATION
This policy will be evaluated as part of Concord’s policy review cycle