

PERMISSION TO USE STUDENT PHOTOGRAPHS, FILMING AND RECORDING OF STUDENTS IN COLLEGE PUBLICATIONS

During the school year there are many occasions and events where staff at Tallangatta Secondary College may photograph, film or record students participating in school activities and events. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events etc., communicate with our parents and school community in newsletters and on our school website.

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, like exhibition nights, sport events and performances, do so in a respectful and safe manner and that any photos, video or recordings.

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 0260 71500.

A. Use or disclosure within the school community

Unless you tell us otherwise below, 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 (for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords e.g. Compass, and Google Classroom).
- For display in school classrooms, on noticeboards etc.
- In student work, where students have collaborated on films, recorded interviews etc.
- To support student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)
- Recording major school events like sports carnivals, performances, exhibition nights and school camps
- In the Year Bolga Magazine

B. Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise below, 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
- On the school's Facebook page

Photographing, Filming and Recording students at Tallangatta Secondary College Annual Consent Form and Collection Notice

Tallangatta Secondary School - Photographing, Filming and Recording Students 2022.

Your child may be identified by first name, followed by the first letter of your child's family name in these images (or not named at all).

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes (Border Mail).

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) (<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.

Opt Out

Tallangatta Secondary College understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent – see *our Photographing, Filming and Recording Students Policy*).

If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, please sign the document below and return to the College office.

However, if you have decided that you **do not** want images of your child to be collected or used by our school, **please complete the form below** and return it to the Assistant Principal, Jocelyn Ziebell 02 60 715000.

Photographing, Filming and Recording students at Tallangatta Secondary College Annual Consent Form and Collection Notice

Tallangatta Secondary College - Photographing, Filming and Recording Students 2022

I have read this form and **consent** to Tallangatta Secondary College using photos, video or recordings of my child (named below).

I have read this form and I **do not consent** to Tallangatta Secondary College using photos, video or recordings of my child (named below) to appear in the following ways:

Use within the school community (e.g. in the school's communication, learning and teaching tools, on display around the school, in other students' work, supporting student health & wellbeing, recording major school events and school photos).

Use in publications/locations that are publicly accessible (e.g. on the school's website, in promotional material for the school).

Note that you may choose to opt out of both or only one type of use.

Student Name:.....

Student Signature:

Parent/Guardian Signature:

Date:



SAFE AND RESPONSIBLE USE AGREEMENT FOR INTERNET AND DIGITAL TECHNOLOGIES

STUDENT DECLARATION

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate, making harassing phone calls/text messages or hurtful online behaviours)
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me.
- Not downloading unauthorised programs, including games and VPNs.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- Abiding by copyright and intellectual property regulations.

OWNERSHIP

School managed devices

- The school retains ownership of the device until the student completes Year 12. At this time ownership of the device will be determined by the school.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.
- If the student leaves the school prior to completing Year 12 or moves to another government or non-government school, interstate or overseas, the device must be returned to the school. The family will be given the option to purchase the device.

BYOD

- BYOD is the responsibility of a student and their family. All faults, damage or lose will be the responsibility of the student, parent & guardian and will not be the responsibility of the school.
- Whilst all network access and learning images will be supplied by the school these are to be utilised for access to the educational program only

DAMAGE OR LOSS OF EQUIPMENT

School managed

- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- Students may be required to replace lost or damaged chargers.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.

- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

BYOD

- All damage is the responsibility of the student, parent and guardian. It is important that a student has access to their learning device and repairs should be sought as soon as possible after damage occurs.

USER RESPONSIBILITIES

Students are responsible for:

- bringing portable devices fully-charged to school every day
- maintaining virus protection, spam and filtering settings, set as a standard on the device
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Safe and Responsible Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.
- Keeping personal mobile phones locked in a secure location during learning hours nominated by the school.

ACKNOWLEDGEMENT

This Safe and Responsible Use Agreement applies to all digital technologies and environments, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones and student owned devices
- Email and instant messaging (eg. Outlook)
- Internet, Compass
- Social networking sites
- Video and photo sharing websites (e.g. YouTube, Instagram, Tumblr, Snapchat)
- Blogs or micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups)
- Wikis (e.g. Wikipedia)
- Podcasts
- Video conferences and web conferences.
- Signature

I understand and agree to comply with the terms of safe and responsible use and expected standards of behaviour set out within this agreement. I understand that online services may be used to assist with the school program and that parent consent is given to sign up to these services.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student Signature: Date:

Parent/Guardian Signature:



PERMISSION FOR LOCAL (IN TOWN) EXCURSIONS

During the school year there are many occasions and events where staff at Tallangatta Secondary College will supervise and escort students to the following events and activities;

- Local sport (eg – To the Tallangatta Swimming Pool, Bowling Green, Tennis Courts, Rail trail)
- Peer coaching (eg – To the Tallangatta Swimming Pool, Tallangatta Primary School and St Michael’s)
- College Ceremony’s and Presentation Days (eg – To the Memorial Hall, Triangles for ANZAC day)
- Excursions/events – Tallangatta CBD
- Community Events/volunteering – Tallangatta CBD, Bolga Court, Tallangatta Health Centre, Tallangatta Hub, Tallangatta Library, Tallangatta Child Care.

I have read this form and **consent** to my child participating in local (in town) excursions/events/sport.

I have read this form and **do not consent** to my child participating in local (in town) excursions/events/sport.

Student Name:.....

Student Signature:

Parent/Guardian Signature:

Date:

