



Springside West Secondary College

PHOTOGRAPHING, FILMING AND RECORDING STUDENTS' POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Springside West Secondary College, 8357 7100.

PURPOSE

The purpose of this policy is to explain to parents and carers:

- how Springside West Secondary College collects, uses and discloses photographs, videos and recordings of students.
- when parent/carer notification or consent applies.
- how families can opt out of having their child photographed, filmed or recorded.

SCOPE

This policy applies to the collection, use and disclosure of photographs, video and recordings ("images") of students by the College and, where relevant, by third parties authorised by the College. It does not cover:

- the use of Closed-Circuit Television (CCTV), which is covered under the Department's CCTV in Schools Policy.
- the use or disclosure of photographs, video and recordings of adults.

POLICY

Springside West Secondary College regularly photographs, films and records students during educational activities and events such as classroom learning, sporting carnivals, performances, excursions, camps and assemblies. These images are collected for purposes including:

- celebrating student learning and achievement
- communicating with our school community through newsletters, displays, and online platforms
- documenting student progress and engagement
- meeting health, safety and duty of care requirements
- promoting the College's educational programs and community

All collection and use of student images is undertaken in accordance with the Privacy and Data Protection Act 2014 (VIC) and the Department of Education's Photographing, Filming and Record Students Policy.

Opt-Out Procedure

From 2026, Springside West Secondary College will operate under an opt-out model for photography, filming and recording of students.

- parents and carers who do not consent for their child to be photographed, filmed or recorded for school activities, communications or promotional purposes must complete and return the optout of photography, filming and recording consent form
- families who do not return the form will be taken to have provided consent for standard uses of images in accordance with this policy
- the opt-out form remains in effect until it is withdrawn or updated by the parent/carer
- families may update their preferences at any time by emailing: springside.west.sc@education.vic.gov.au

Please note: While the College takes all reasonable steps to exclude students whose families have opted out, it may not always be possible to completely avoid incidental appearances (e.g. in group photos or public events).

Use of Image

1. **Within the school environment**

Images may be displayed within the school to celebrate learning and achievement, including in classroom displays, noticeboards, and honor boards

2. **Within the School Community**

- images may be used in newsletters
- password protected digital learning platforms or classroom apps
- the annual school yearbook

3. **Beyond the School Community; images may be published publicly, for example**

- on the school website or social media
- in promotional materials
- in department of education communications or reports

Parents/carers will be contacted directly if images of their child are proposed for specific media or advertising purposes.

When consent is not required

Consent is not required when photographing, filming or recording is necessary for

- meeting legal obligations, such as occupational health and safety or child safety documenting student behaviour for welfare or disciplinary purposes.
- curriculum based learning and assessment activities.
- staff professional development and training (internal use only).

These uses will always be reasonable, appropriate and aligned with the College's duty of care and Child Safe Standards.

Storage and Security

Photographs, video and recordings of students taken by Springside West Secondary College will be stored in our secure document storage systems with restricted access. Any photographs, videos or recordings made on devices, including non school issued devices, will be transferred to secure school systems and removed from the devices as soon as reasonably possible. This is in accordance with department privacy and data protection standards.

Images taken by the school community

Parents, carers, students and guests are welcome to photograph or record school events for personal use only. We request that images containing other students are not published on social media or shared publicly without the consent of those students' parents or carers. The school and the Department do not own, or control images taken by community members.

Media

The media, or the Department of Education's media team, may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications. When Springside West secondary College receives such requests, our school will:

- provide parents/carers with information about the organization involved and when and for what purposes the photography, filming or recording will occur.
- seek prior, express parent carer consent in writing.

Research

On occasion, the school may agree to research projects being conducted at the school. If this occurs, parent/carers consent will be sought for student participation, including any photography or recording of students.

Closed Circuit Television (CCTV)

Parent or carer consent is not required for a school to install CCTV. Our school's CCTV system is managed in accordance with the department's CCTV Installation and Management Policy. Further information about how CCTV is managed and operated is available in our [CCTV Privacy Notice](#).

Other external collection, use or disclosure

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, Springside West Secondary College will:

- provide parent/carer with information about the event or activity, the organization involved and when the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

COMMUNICATION

This policy and the opt-out form will be communicated to our school community via:

- enrolment and transition packs
- the school website
- an annual newsletter reminder
- staff induction and handbook
- parent information sessions and community updates.

FURTHER INFORMATION

For more information, see:

- Department of Education – Photographing, Filming and Recording Students Policy
- Springside West Secondary College – Child Safety and Wellbeing Policy
- Privacy and Data Protection Act 2014 (Vic)

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2025
Approved by	John Goodman, Foundation Principal School Council Representatives
Next scheduled review date	November 2028