

ELECTRONIC MEDIA AND RECORDING OF STUDENTS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact (Mill Park Secondary College on 9407 9700)

PREAMBLE

Mill Park Secondary College understands that it is appropriate at times for staff and students to take electronic recordings. Electronic recordings include photographs, video, film, digital images and audio.

AIMS

The aim of this policy is to record, celebrate and promote staff and student participation both at school and, at school events in a manner that is consistent with the rights of individuals to personal privacy.

IMPLEMENTATION

- The general rule is that consent is required before the image, moving images or voice of any member of the College is recorded electronically.
- Students who bring any device with image or video capturing capability do so on the understanding that they seek permission from their teacher to use them on site.
- All members of the school community must ensure any use of recordings are in line with the school's expectation that the college is a safe, respectful and inclusive environment.
- Filming/recording of students at school, so only be done so under a teacher's instruction.
- Staff intending to use an external software application, to edit or publish any electronic recording, they must ensure this is an authorised tool before uploading any content. Staff should seek clarity from the school specialist IT technician.
- In special activities including camps, excursions and out of school activities, students may be permitted to bring an image or video capturing device. The general rule regarding consent applies in these situations.
- Where a staff member wishes to make an electronic recording of a student, and that image, video or audio is to be used in public, written permission for such use must be gained from the student's parent/legal guardian. Written permission is considered to have been given when a parent/carer has signed the Publicity Consent Form. This consent is valid for the duration of a student's enrolment at the College.
- A Specific Consent Form will be required to be signed when the situation is not covered by the Publicity Consent Form or the circumstances are unique or different or the situation involves disclosure to a third party.

FURTHER INFORMATION AND RESOURCES

- Mobile Phone Policy
- Publicity Consent Form
- Privacy Policy
- Specific Publicity Consent Form
- <https://www2.education.vic.gov.au/pal/photographing-students/policy>

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2022
Consultation	Education Standing Committee School Council
Approved by	Principal
Next scheduled review date	November 2025