SCHOOL PHOTO, VIDEO OR DIGITAL IMAGES
and
STUDENT WORK GUIDELINES

Guidelines for the use of Photos, Videos or Digital Images of Students; and Student Work

The following guidelines are used to ensure that personal information relating to students is managed in accordance with the Information Privacy Act 2000. The attached Permission Form covers students from Grades Prep to Grade 6 inclusive.

The Information Privacy Act 2000 covers the collection and use of personal information. Personal information is information that identifies a person. A photograph, video or digital image of a student is personal information about that student. Therefore a school must consider how student images are recorded and used with regard to the privacy of the student and their family.

These guidelines are intended to clarify the ways in which our school uses such information.

In general student images are used to:
- record student participation at school and in school events
- celebrate student effort and achievement
- promote the school and events held by the school
- record individual, class and team photographs

Images of students or samples of their work are integral to the School Website, Ultranet, class photos, excursions and camps, newsletters, transition information, school brochures, assemblies, concerts including DVD recording, opening ceremonies eg. new buildings, local newspapers and magazines. In addition parents / caregivers expect to be allowed to photograph and record student performances or in some instances be provided with a recording of the event.

At Greenvale Primary School we celebrate the efforts of our students by publicising their participation in school events and their achievements in our school newsletter. Photographs of students are often included. We may also use photographs of our students on the school website along with examples of their work. Where an individual photograph and full name is required, we will only publish this with the consent of the parents / caregivers, otherwise first names only are published.

We allow parents to record school performances as this creates a memento that can be shared with other family members.

We occasionally invite local press to school events and they are expected to follow school policy on the publication of photographs of students. When a story is about individual achievement we will always seek parents consent before passing information or photographs to the press for publication. Unless a story features an individual child only group photos are published and students’ identified by first name only.

If you have any concerns about how photographs of your child or their work may be used, please contact the school to discuss these concerns.

The Ultranet

The Ultranet is a program developed by the Department of Education and Early Childhood Development. As this is a secure website, student’s full names and individual photographs will be used within this site. If you DO NOT wish for your child’s photo to appear on the Ultranet, please tick the box on the attached permission form.

Please complete and return the attached Permission Form by Monday 25th February, 2013

Glenn Payne
Principal
PERMISSION TO PUBLISH PHOTOS, VIDEOS or DIGITAL IMAGES OF STUDENTS
AND
WORK SAMPLES AT GREENVALE PRIMARY SCHOOL

This permission form provides school approval (inclusive from grades Prep – 6) to publish my child’s
digital image and first name including, but not limited to the school website, class photos, newsletter,
school brochures, transition information, concert recordings, camps and excursions displays, assembly
presentations and class displays. This also includes samples of my child’s work.

Where my child’s photograph is required for publication beyond the school programs or in the local daily
newspapers separate written parental permission will be sought.

I hereby give permission for the school to use my child’s photos as detailed in the above permission form.

Child’s Name: ___________________________________________ Grade: __________

Parent/Guardian Name: ___________________________________________

Signed: ___________________________________________ Date: __________

The Ultranet

I DO NOT give permission for my child’s image to be used within the Ultranet.  □