



## Photographing, Filming and Recording Students at Mansfield Secondary College Annual Consent Form and Collection Notice OPT OUT

- *If after reading this notice you are comfortable with the school using photos, video or audio recordings of your child, you do NOT need to take any further action.*
- **However, if you DO NOT want images of your child to be collected or used by our school, please complete the OPT OUT form below and return it to the Front Office team.**

There are many occasions during the school year where staff photograph, film or record students participating in classroom activities, sporting events, concerts, excursions, camps etc. We do this for many reasons including to celebrate and showcase student participation, achievement and particular learning programs and to communicate with our parents/carers and school community in various ways.

This notice applies to photographs, video and audio 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 (eg concerts, sporting events etc) do so in a respectful and safe manner and that any photos, video or recordings ("images") of students are not publicly posted, eg to a social media account, without the permission of the relevant parent/carer.

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 5775 2022.

**Unless you sign and return the form below:** photographs, video or audio recordings of students may be used within the school community and may also be used in publications that are accessible to the public, including in any of the following:

- in the school's communication, learning and teaching tools (for example, emails, or apps that can only be accessed by students, parents/carers or school staff with passwords eg Xuno etc)
- for display in school classrooms, on the noticeboards, daily bulletin screens etc
- in the school's newsletter
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)
- on the school's website
- on the school's Facebook page
- in school magazines
- in the local Mansfield Courier

Your child may be identified by first name only 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.

### Privacy

Photographs, video and audio 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 our privacy policies <https://www.mansfieldsc.vic.edu.au/mansfield-secondary-college/policies-documents-library/college-policies/77-privacy-policy/file> (<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

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

<https://www.mansfieldsc.vic.edu.au/mansfield-secondary-college/policies-documents-library/college-policies/207-photographing,-filming-and-recording-students-policy/file>

- ***If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, you do NOT need to take any further action.***
- ***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 Front Office team.***

I have read this form and I **do NOT consent** to Mansfield Secondary College using photos, video or recordings of my child to appear in the following ways:

- **Use within the school community** (eg in the school's communications, learning and teaching tools, on display around the school, in the school's newsletter).
- **Use in publications/locations that are publicly accessible** (eg on the school's website, on the school's social media accounts, in promotional material for the school, in the local Mansfield Courier).

Note:

- It is not possible for the school to amend past publications or to withdraw images that are already in the public domain.
- Further information is available in the Mansfield Secondary College *Photographing, Filming and Recording Students Policy*

<b>Name of Student</b>	
<b>Name of Parent/Guardian</b>	
<b>Signature</b>	
<b>Date</b>	___ / ___ / _____

