



## SALISBURY PARK PRIMARY SCHOOL

### VISUAL IMAGES POLICY

Salisbury Park Primary School Governing Council recognises the wish for families to have a photographic and or video record of their children's activities through their school life as well as the need to protect children from inadvertent or unwanted publication of photos online or hard copy which may cause embarrassment or harm to the children and their families.

Salisbury Park Primary School Governing Council also recognises the educational value of the use of video and photos in the school's teaching and learning while similarly wishing to protect students from unwanted or embarrassing publication.

#### **Education Department (DECD) Image Use Policy**

The Education Department (DECD) has a clear policy on the posting of student images on line which applies to all members of staff or community members acting on behalf of the school. The online policy directs:

- Student and Parent written permission is required for the use of students' images.
- No names are to be used with the images.
- Photography to be of students in school uniform or daily clothes.
- Images in bathers are not permitted.
- Uploading videos and photos to social media where facial recognition and tagging is possible should not be used.

#### **Local School Image Use Policy**

At the local level Salisbury Park Primary School Governing Council differentiates between images used within the school community, and those used to promote the school to the wider world. Some publications e.g. the school newsletter which is distributed to the website is used for both local and promotional purposes.

As a consequence the school adds the following local requirements to the DECD policy to meet school and parent needs:

- At the beginning of the year parents and caregivers will sign a permission slip allowing photographic and video images of their children to be used:
  - In school publications-
    - The school newsletter via the Skoolbag app – students will not be named.
    - Class newsletters only sent to that class' homes- students may be named.
    - School website – students will not be named nor year level identified.
  - Parents may opt out of any of these permissions and class teachers will be provided a list of students whose images can't be used.
  - This permission slip also allows for students' images to be taken by members of staff or designated school photographers at school events for promotional or educational purposes.
  - Parents should strive to take photographs/video of their child only and should understand that any images they take at school events that include background, class or group shots of children not their own may not be published or shared without the written permission of the students' parents including on line or hard copy publications.
- At school events an official photographer (could be a parent or teacher who has been screened) will be identified for school purposes who has the consent of the Principal to photograph all students (except those listed as without parent consent)