



# *Atlantis Beach Baptist College*

## **Digital images and photographs of students Policy**

Title of Policy/Procedure	<b>Digital images and photographs of students Policy</b>
Endorsed by	<b>Principal</b>
Reviewed	<b>November 2017</b>
Next review date	<b>November 2018</b>
To whom issued	<b>College staff and Community</b>

## Digital images and photographs of students – use and privacy

### **Purpose**

To regulate the use of digital images and photographs (still and video) of students that have been taken by staff (employees and contractors), tutors and College volunteers, during any College class, excursion, camp, activity or event, either on or off College grounds.

Digital image and photograph use covered by this policy includes but is not limited to inclusions in or part as part of:

- postings on the College website
- College eNewsletters
- notice boards and classroom window displays
- teaching aids
- classroom display
- videos
- films

### **Procedures**

1. The College will seek annual permission from parents/guardians in the **Student Information Checklist** for approval to display/publish photographs of students. It will state clearly that the student's full name will not be used in conjunction with a photo on publications freely available beyond the College community and specifically through digital means, ie the College website, community papers etc, without permission from the parent/guardian.
2. Where a parent/guardian has withheld permission to use a student's photo in regard to all/any of the above mentioned uses, staff will be notified.
3. Specific and individual permission will be gained to use a student's photo and full name in media publications eg Community Newspapers.
4. Staff are permitted to download and display digital images (photographs, videos) for internal educational use only.
5. Photographs on notice boards and class windows outside the classroom that can be viewed by the general public, should not contain personal information about students other than the student's first name.
6. The annual College Year Book will contain photos and include student first and surnames. This publication is in print form only and will only be distributed to College staff, College families and prospective families. In issuing the Year Book or other print media produced by the College, the College asks receivers to respect the privacy of others and requests content is not transferred to digital media.
7. Photographs of individual students may be printed for that student's portfolio or workbook.
8. Photographs of students, compilations of digital images/videos of events, eg College productions, camps etc may not be printed and distributed to other students/parents/guardians without inclusion of statement pertaining to private use only (appendix 1). No personal information will be included. Examples of this type of compilation includes videos and photos of a College production for members of the cast, and a retrospective of images of events and activities collected during a school year and distributed to each member of the class (more typically a Primary class).
9. A digital image of a student may be emailed to the student for use in his/her resumé or portfolio.
10. There may be occasions when a student's circumstances mean that s/he should not be identified. In such a case, staff will be notified via email, and images will not be posted in any digital or print medium. For identification (student duty of care) purposes, the image will be available to staff on the internal College data management system.
11. All images are the property of Atlantis Beach Baptist College and are only to be used for official and authorised College purposes.

This policy has been developed in conjunction with the *Privacy Act 1998, Privacy Amendment (Enhancing Privacy Protection) Act 2012, College Privacy Policy and Collection Notice, Copyright Act 1968*

## Appendix 1

Example



## *Atlantis Beach Baptist College*

Dear Student and Parent/Guardian

We hope you enjoy this collection of photographs from the College production of *The Wizard of Oz.*

Please note that the copyright for these pictures belongs to Atlantis Beach Baptist College. The images may not be shared, or reproduced in any way.

Please respect the privacy of others and do not upload these images to any social media sites.

Principal:

Date: