**Kincumber Public School**

**School Photographs, Videos and Other Media Policy**

From time to time, photos, videos and other media are used to capture photographic images of students at this school. Consistent with the Department’s Information Access policy, this policy provides information about current school practices and actions parents should take if they have concerns about privacy.

**School Photographs**

**□ The school** provides student details to the company taking school photographs to identify students in

group and individual photographs. These details are then disclosed to other parents and carers when a photo is purchased.

***Parents*** *should notify the Principal in writing should they not want their child included in school photographs.*

**Videoing/TV**

**□ The school** may engage a company to produce a video of some school performances.

***Parents*** *should notify the Principal in writing should they want to withdraw their child from the performance*

*during videotaping.*

**□ Teachers** use video cameras to record school events and to record classroom activities.

***Parents*** *should be aware of upcoming school events by means of the newsletter or notes sent home from class*

*teachers to determine their child’s participation.*

**□ Students** may appear on television or be recorded as part of performing arts activities such as Central Coast Dance Festival.

***Parents*** *should notify the Principal in writing should they not want their child to participate in any*

*performing arts group if selected.*

**Photos**

**□ Teachers** use student photos brought from home, and taken at school, in some areas of the curriculum.

Teachers also use photographic images in web publishing activities.

***Parents*** *should notify the Principal in writing should they not want their child to participate in such*

*activities. (Please note that permission for images to be used in web publishing forms part of the*

*Authority to publish consent.)*

**□** Photos of both individuals and groups of **students** may be published in newspapers or in school newsletters.

***Parents*** *should notify the Principal in writing should they not want their child included in such activities.*

However, where an individual student is to be identified by name, interviewed or otherwise featured, the

consent of parents will be sought. Please read the weekly newsletter for notification of events that may

include the use of photos/videos.

*\* It must be noted that under the Privacy Act, parents, other family members and friends of students may take photographs or videos of school events.*

**School Newsletters & Noticeboards**

**□ The School** publishes student full names in its weekly newsletter and on its noticeboards to acknowledge student achievements in academic, cultural, sporting and behavioural programs.

***Parents*** *should be aware of their child’s participation in school programs or activities and should notify*

*the Principal in writing* ***on each occasion*** *should they not want the publication of their child’s name arising from such participation.*