



### Photography Policy

Riverton Primary School staff and Governing Council understands that families would like to have a photographic and or video record of the children's activities throughout their schooling. We also recognise 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. It is good etiquette to gain permission from other parents before using any images of their children in any setting.

At school gatherings an announcement will be made as a reminder.

With the above in mind Riverton Primary School staff and Governing Council would like to make available the following guidelines for safe use of student images.

#### DECD Image use policy

DECD has a clear policy on the posting of student images online which applies to all members of staff or the community 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.
- Uploading videos and photos to social media where facial recognition and tagging is possible should not be used.

#### Local School Image Use Policy

Riverton Primary School staff and Governing Council differentiate 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, and Member of Parliaments offices are used for both local and promotional purposes so the images used need to be carefully monitored.

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

- At the beginning of their child's schooling at Riverton Primary School, parents and caregivers are asked to sign a permission slip before the school is able to use the images In school publications-
  - ~ The school newsletter(which is distributed to the school website)
  - ~ Web site
  - ~ Promotional materials
- Parents may opt out of any of these permissions at any time and class teachers will be provided a list of students whose images cannot be used.
- This permission slip also allows for students images to be taken by members of staff at school events for promotional or educational purposes.
- Parents will also sign that they understand that any images they take at school events of students that are not their own children may not be published or shared without the written permission of the students' parents including on line or hard copy publications.
- At swimming events students should be photographed in groups and either with just head and shoulder images or active in the water.

<b>Policy ratified by staff</b>	22 <sup>nd</sup> Aug 2018
<b>Endorsed by Governing Council</b>	8 <sup>th</sup> Aug 2018
<b>Review date</b>	Term 3 2021