



Nullawarre and District Primary School

POLICY:	CAMERA USAGE
ENDORSED BY SCHOOL COUNCIL:	May 2019
TO BE REVIEWED:	As part of the school's four year policy review cycle or when changes occur to the Department's "School Policy and Advisory Guide" - May 2023

The purpose of this policy is to explain to the Nullawarre and District Primary school families and community the importance to protect all individual stakeholders' personal privacy.

As required by law, to protect the personal privacy of the staff and students at Nullawarre and District Primary School, The Victorian privacy laws, the *Information Privacy Act 2000* provide for the protection of personal information. The privacy laws do not replace any existing obligations Nullawarre and District Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of cameras.

Definitions as follows:

Camera means a device that is able to record an image of an individual whose identity is apparent. For example, this includes all digital and film cameras, phone cameras and video cameras.

Parent in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

Staff in this policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the Department of Education and Training (DET). Information provided to a school through job applications is also considered staff information.

Aim:

1. Nullawarre and District Primary School has a duty of care towards its staff and students. To meet this duty of care it is necessary to ensure that:
 - Before a photograph is taken permission must be given by the person being photographed
 - If that photograph is to be used in public then written permission for such use must be gained from their parent/legal guardian if the child is a minor, or from the person(s) to be photographed if they are no longer a minor
 - The use of phone cameras are banned from Nullawarre and District Primary School when not used in a technology situation and supervised by a staff member.

- Students are only permitted to bring a camera of their own to school if they are to be used for special situations, e.g. camps, excursions, out of school activities etc. The equipment list for such activities will list cameras as permitted items. The rules outlined earlier regarding appropriate permission must be adhered to.
2. Students and their families will be notified of this policy in writing via the School Newsletter. Students will also be notified of this policy via classroom teachers and whole school assemblies.
 3. Once parents and students have been notified of this policy, any camera use or possession that contravenes this policy will result in the camera being confiscated and kept in a secure location at the school until it can be collected by the parent/guardian of the student who owns the camera.

Think before you share:

Helpful safety hints for families -

- Avoid sharing photos and videos that contain personal details, such as full names, personal contact information, or uniforms that identify particular schools or locations.
- Avoid adding comments to photos that identify locations, for example street addresses, the name of your child's school, or even identifying features in front of your home.
- Ensure schedules of children's activities are not shared online.
- Only share with people you really know and trust. Rather than posting to all of your friends on social media, you can be selective and use the privacy settings on your social media platform. Also, be aware that if one of your friends likes your picture, it may also become visible to their friends.
- Always check with other parents before posting, sharing or tagging images that include their children.
- Remember that the information and photos you share contribute to your child's digital reputation.