

# Media Consent Authorisation

## Use of photos, video and voice recordings

### Photographing, Filming and Recording Students at SPW

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events etc., communicate with our parents and school community in newsletters, on our social media platforms, and on our school website.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school.

### Media Consent Authorisation

There are two levels of Media Consent at St Peter's Woodlands.

#### Level One – Media Consent Given with Enrolment

As part of your child's enrolment at St Peter's Woodlands there are instances where images, videos or voice recordings of your child will be captured and published as part of their learning journey that **do not require consent from parents or caregivers** and are a mandatory inclusion to your child's enrolment.

These activities are part of daily life at St Peter's Woodlands and are required for successful learning and teaching to occur.

#### Use or Disclosure within the School Community

The instances that photographs, videos, or voice recordings of students may be used within the school community, with consent given as part of your child's enrolment, include:

- Students and staff may publish media on the School's learning and teaching tools (e.g. emails, classroom blogs or apps) that can only be accessed by students, parents/carers or school staff with passwords e.g. Seesaw, Google Classroom etc.
- Displays in school classrooms, on noticeboards etc.
- Student work, where students have collaborated on films, recorded interviews etc.
- Supporting student's health and wellbeing (e.g. photographs of pencil grip to assist in OT assessments)
- Recording major school events like sports carnivals, performances, exhibition nights and school camps.
- Photographs of all students, images of student work, and students' full names appear in the St Peter's Woodlands Yearbook.

#### Level Two – Media Consent Required by Parent or Caregiver

The second level of Media Consent gives discretion to St Peter's Woodlands to utilise and publish images, videos, voice recordings of your child for the purpose of sharing information with the broader community and for marketing purposes, in a variety of contexts.

#### Use or Disclosure in Publications/Locations that are Publicly Accessible

Unless the student's parent/caregiver advises the school otherwise, photographs, video or recordings of students may also be used in a variety of ways that are accessible to the public, including:

- Inclusion in school based external publications, both print and digital (ie website, eNewsletters, Prospectus, blog posts)



- Inclusion in posts across the School's Social Media channels (ie Facebook, Instagram, Twitter)
- Participation in official school photo and video shoots for the purposes of marketing, creating both digital and print materials to promote the school. (Please note: parents are emailed before official photo and video shoots to inform of a child's participation. This is not for the purpose of gaining consent, rather a polite notice to ensure the child is comfortable to participate.)
- As a result of official photo and video shoots, inclusion in signage, video, print and digital adverts and marketing collateral designed to promote the school.
- Inclusion in materials supplied to external school associations and collaborators' (such as Association of Independent Schools of South Australia (AISSA) publications and local and national press.

## Use of a Child's Name Online

St Peter's Woodlands uses students' first names only when publishing work online. Surnames will not be used to identify children, except for within the St Peter's Woodlands Yearbook where full names are published. We do not publish a child's full name on digital platforms, unless the situation requires us to do so, at which point we gain consent from parents or caregivers.

## Ownership and Reproduction

Copyright of the images, videos and voice recordings will be wholly owned by the school. This means that the school may use the media in the ways described in this form without notifying, acknowledging or compensating you or your child.

St Peter's Woodlands may keep photos, videos and voice recordings for future use.

## Annual Opt Out Confirmation

St Peter's Woodlands acknowledges the right for parents and caregivers to withhold permission for the school to use photographs, video or voice recordings of their child to be shared with the wider community (apart from circumstances where the school is not required to seek consent. See also SPW Policy PRIN-04 Child Protection).

- Every child will be included in both levels of consent unless we receive communication from parents and caregivers to exclude them for Level Two Media Consent.
- Parents and caregivers are able to advise the school to **exclude** their child/ren from being included in Level Two Media Consent via our **Annual Opt Out eform**.
- The **Annual Opt Out eform** is distributed to parents/caregivers as part of the beginning-of-year information and will need to be completed each year to ensure your child maintains the Opt Out status.
- If parents/caregivers do not consent to a child's photos or video being included in Level Two Media Consent you must complete the eform by the due date to ensure your child is excluded.
- This consent once given will be amended or revoked only upon written correspondence from the parent via the Change of Details Form, available on request from the Front Office.

### What do I need to do now?

1. If you consent to your child being included in Level Two Media Consent – you are not required to do anything.
2. If you do not consent to your child being included in Level Two Media Consent – you are required to complete the Opt Out eForm.

[CLICK HERE to access the eform if you wish to OPT OUT](#)

If you subsequently wish to change your permission back, during the current school year, please request the Change of Details Form from Front Office.

