159 Bennett Road
NANNEELLA 3561

Acting Principal: Ms Sandi Spittal

03 5484 5395
nanneella.estate.ps@education.vic.gov.au

PHOTO & DIGITAL IMAGES POLICY

RATIONALE

- Photographs of students have been taken at school for many years for a variety of purposes. With the increased use of digital photos and availability of the internet, acceptable use of images needs to be clear to all members of the school community.
- Still digital photo's and/or digital videos are taken weekly at school and parents need to be informed of policy in relation to the **use** and **distribution** of these images.

AIMS

- To use photos to support and extend classroom learning.
- To use photos to celebrate the achievements of our children.
- To use photos to promote our school both locally and in the wider community.
- To provide parents and children with copies of digital images taken at school as a record of a child's time at school.

IMPLEMENTATION

- A summary of The Photo & Digital Images Policy will be provided to parents at the beginning of each year.
- Parents would need to sign a consent form to enable any images of their child or children to be copied and passed on to third parties at the discretion of the Principal or Senior Teacher.
- A summary will be provided in the Student Information Booklet.
- Grade 6 students (or other students leaving the school) would be able to copy any digital images or photo's to take with them when they leave the school.
- All students would have the opportunity to receive copies of digital images as part of their work in the classroom.

INFORMED CONSENT

- Parents need to understand that once a **digital image** is given to a student, school family, outside agency (eg. Newspaper, shire council, RACV Energy Break Through sponsors, Life Saving Victoria or other such organisations) the school no longer has control of what happens to that image.
- The development of computer hardware and software enables images to be **copied** and distributed endlessly **AND** for images to be **altered** or **changed** or **incorporated** with other images without the knowledge or consent of the persons in the photo.
- Digital images can be used in: Slide shows, PowerPoint presentations, Word programs, DVD's produced by the school.
- Photos may be uploaded to web browsers or social media.

USE OF STUDENT PHOTOS & DIGITAL IMAGES

- Newsletter- images are used every week, classroom, local newspapers.
- Historically photographs of students have been used in these situations without explicit parental approval.
- In the case of newspapers this includes the **full name** of the student as well.
- Printouts of photo's or electronic copies of images may be used in/by
    - Education Department publications, eg. Annual Report, Annual Implementation Plan, School Information Booklet, etc.
    - advertising/promoting the school, at the Nanneella Store, at the preschool, at Nanneella play group, at Regional Office, at other schools, etc
    - In other publications deemed suitable by the principal.

IMAGES STORED ON COMPUTER

- Photos of individual students and school activities are stored on classroom, office computers, school servers and laptop computers and used within the school environment.

INTERNET USAGE

- Web sites - E-mail
- Teaching staff may email images for education purposes on occasions.
- Images of students are used on the school web site with the following guidelines
    - Photos will not include student's names.
    - Care and discretion will be used in swimming photos.
    - All photos posted will have teacher approval
    - Discretion will be used with photos of individual students.
    - A wide variety of photos to be included.

FACEBOOK & SOCIAL MEDIA

- Any photos of students taken at school or at school events must not be uploaded to Facebook or any social media without consent from the student's parents. Parents should only upload photos of their own children. Privacy laws prohibit any photos or videos of school students being used or uploaded without their parent's permission.

STORAGE OF PHOTOS

- All photos taken during a previous school year will be stored on disks or other media within the school archives.

SCHOOL PHOTOGRAPHER

- A photographer comes once a year to take individual, class and group photographs for sale to parents and for use within the school. Before photo day parents receive notice of when photographs will be taken and they are afforded the opportunity to opt out of this. This practice has been part of school life for decades and the taking of class photographs is expected as part of the usual educational year.
- All school photographers sign a disclaimer stating the School Photos will only be used for the purpose for which they were taken and not be given to any third parties or used for purposes other than those agreed to.

REVIEW CYCLE & APPROVAL

Policy last reviewed	February 2026
Policy review cycle	Yearly
Approved by	Principal
Next Scheduled Review date	February 2027

Principal: …….. Date: ……