

PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY

Purpose

To explain to parents/carers:

- how Boffin School collects, uses and discloses photographs, videos and recordings of students
- when parent/carer consent is required before photographing, filming and recording students
- how consent can be provided and withdrawn.

Scope

This policy applies to the general collection, use and disclosure of photographs, video and recordings (images) of students. The policy does not cover the use and disclosure of photographs, video and recordings of adults.

Policy

All online lessons and other activities at Boffin school are usually recorded, including the cameras and voice recordings of the participants.

We do this for many reasons, including to ensure the quality of our services and to provide the recordings to students who have missed or would like to rewatch a particular lesson. Further detail is provided within this policy.

In addition to the above, there may be situations where a third party requests to take, use or disclose images of students.

This policy outlines the practices that Boffin School has in place for collecting, using, and disclosing images of students to ensure compliance with the Privacy and Data Protection Act 2014 (Vic). It also explains the circumstances in which we will seek parent/carer consent and how consent can be provided and withdrawn.

Consent

The consent to this policy is given in email form. To give consent, parents/carers must write an email saying:

I consent to Boffin School Photographing, Filming, and Recording Policy.

Signed

[Name, Surname], parent/carer of [Child name, surname]

to email address info@boffin.school

If parents/carers wish to withdraw their consent at any time, they can contact us via the same email address. If consent is withdrawn verbally, the school will make a written record of this. However:

- If the images have already been published and are in the public domain, it may not be possible to remove them
- Consent of a parent/carer is required for a child to attend lessons and other activities at Boffin School. It is parent's/carer's responsibility to make sure their children do not attend them after the consent is withdrawn.
- Staff of Boffin School may still photograph, film, and record students after the consent is withdrawn, if students attend Boffin School activities (for example, joining an online lesson even when

the consent has been withdrawn and the student is not expected to join a lesson)

Consent, if given, applies until it is withdrawn or changed. If a parent/carer would like to withdraw or change their consent at any point in time, they must notify the school. When withdrawing consent, parent/carer declares that they and their children do not possess any copies of images, videos, or recordings of any of the Boffin School community members or links giving access to such copies, which may have been shared with the parent/carer in the past.

Access to cameras and microphones during lessons and other activities

We encourage students to turn cameras and microphones on their devices during lessons and other activities for better communication and educational experience. However, students are never obligated to do so. The teacher may request to do so only if he or she has reasonable concern for the safety of any members of the school community.

Image, video, and recordings used by Boffin School Staff

Boffin School may photograph, film or record students for the following purposes:

- Sharing recordings of online lessons and other activities with Boffin School students who may have missed or want to rewatch them.
- Sharing recordings of online lessons and other activities with Boffin School teachers, administrators, and other staff, to analyse and improve the level of our services.

- Sharing recordings of online lessons and other activities with Boffin School new or substitution teachers to help them understand the current context of the educational process.
- Audio recordings may only be used to produce promotional material for Boffin School, which may later be published online.
- Rewatching the recordings during online lessons and other educational activities with other students of Boffin School.

Image, video, and recordings used by Boffin School community

When giving consent to this policy, parent/carer accepts their obligation to follow these guidelines:

- Parents/carers and students may be given access to images, videos, and recordings of Boffin School lessons or other activities. They must not share any of these materials or links, giving access to these materials, with any third parties.
- Parents/Carers and students must not record Boffin School lessons or other activities themselves. School staff usually makes the recording, which can be shared with the parent/carer or student upon their request.
- Students should understand that they may be recorded or photographed and that other school community members can see them at any moment during Boffin School lessons or other activities.
- Parents/Carers must explain these guidelines to their children, attending Boffin School and make sure they follow them.

Other external collection, use or disclosure

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, Boffin School will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

Images to manage student behaviour or fulfil our school's legal obligations, including child safety

On occasion, it may be necessary for school staff to photograph, film or record students and/or use images to:

fulfil legal obligations, including to:

- take reasonable steps to reduce the risk of reasonably foreseeable harm to students and staff (duty of care)
- supporting students' social and emotional well-being, and health (duty of care)
- for identification purposes
- to implement discipline and/or behaviour management policies when necessary.

Boffin School does not require or obtain consent from parents/carers or students to photograph, film, or record students or to use these images for these purposes. However, when Boffin School photographs, films, or records a student for any of these purposes, staff will only collect and use such images in a necessary, reasonable, and appropriate way.

Child Safe Standards

Boffin School will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards. If at any time a parent/carer or student has a concern about the use of any images, they should contact Boffin School administration via email at boffin.astro@gmail.com or school manager Anton Rzhevskiy via email: info@boffin.school

Storage of images

Photographs, videos, and recordings of students taken by Boffin School will be stored in an online storage system with restricted access. Any photographs, videos, or recordings made on devices, including non-school-issued devices, will be transferred to secure school systems and removed from the devices as soon as reasonably possible.

Images taken by the school community

Boffin School endeavours to respect the privacy of all members of our school community and requests that parents/carers and students do not photograph film or record school activities.