



# Photography, Filming and Recording Policy

Version 1, Year 2023

Approved by the principal

## PURPOSE

This policy outlines the collection, use, and management of photographs, videos, and digital recordings of students at AIC College, ensuring the safety, privacy, and rights of students are protected. The College prioritises child safety, privacy, and copyright compliance in accordance with Australian privacy and copyright laws.

## RATIONALE

Photographs, videos, and digital images of students are considered personal information, and their collection, use, and disclosure are regulated by privacy laws, including the *Privacy and Data Protection Act 2014* (Vic). As such, AIC College requires parental consent before collecting or using any images of students. Copyright concerns are also taken into consideration under the *Copyright Act 1968* (Cth), ensuring legal compliance whenever student images are used.

## SCOPE

This policy applies to all staff, students, parents/carers, and third-party photographers or media representatives. It governs the capture and use of any student images within the context of school activities and aligns with AIC's commitment to upholding the values of privacy, Islamic principles, and community integrity.

## IMPLEMENTATION

- **Child Safety and Wellbeing**

AIC College takes a zero-tolerance approach to child abuse and ensures all practices meet Child Safety Standards. The College will:

- Notify parents/carers when photographs or videos of students are being taken, how they will be used, and where they will be stored.
- Obtain parental consent before using or publishing any images of students.
- Give parents the option to withhold or withdraw consent for photographing or filming their children.
- Control and monitor the collection and publication of student images by third parties, ensuring the dignity and privacy of students are maintained.

- **Parental Consent and Disclosure**

AIC will:

- Ensure that parents are informed about the purpose of the images and how they may be used, including in school newsletters, websites, and other publications.
- Provide options for parents regarding the use of their child's images for media or public use and ensure they can withdraw consent at any time.
- Seek explicit permission from parents if student images are intended for use by external parties, such as professional photographers or media outlets.

- **Use of CCTV Footage**  
CCTV is used for monitoring and safeguarding the school premises. However, it is not used to monitor staff or student performance. Any footage captured is managed according to strict guidelines and privacy laws.
- **Respect for Cultural Sensitivity**  
The College will take special care when photographing or filming Aboriginal and Torres Strait Islander students or communities. This includes obtaining free, prior, and informed consent from appropriate custodians, ensuring the cultural integrity and respect of individuals are upheld.
- **Third-Party Photographers and Media**  
The College requires all professional photographers engaged by the school to sign a confidentiality deed before taking any photographs. Third-party photographers, including media, must follow the College's guidelines and obtain the necessary permissions before capturing student images.

### **Consent Forms**

AIC College will use specific consent forms to ensure parental approval is obtained for:

1. **Official School Photographs** – for individual or class photos.
2. **General Use of Images** – for images used in newsletters, school magazines, and other internal publications.
3. **Specific Consent for Media Use** – for images used by external media outlets or for unique circumstances not covered by the general consent.

### **STORAGE AND COPYRIGHT**

- All images and recordings will be securely stored, and any footage or photographs not used for their intended purpose will be promptly deleted.
- The College may need to obtain a copyright licence from students to use or disclose their images, particularly in cases involving external use. The College will ensure compliance with the *Copyright Act 1968* (Cth) at all times.

### **COMMUNICATION OF THE POLICY**

The policy will be regularly communicated to parents, students, and staff, ensuring everyone is informed about the rules and expectations regarding the photographing, filming, and recording of students at AIC College.

### **FURTHER INFORMATION AND RESOURCES**

For further details, please refer to the following AIC policies:

- AIC Privacy Policy
- AIC Risk Management Policy

This policy ensures that the privacy, safety, and dignity of all students are maintained while respecting the legal and cultural obligations of the College.