



WATSONIA HEIGHTS PRIMARY SCHOOL

Guidelines for Use of Student Images

The Victorian privacy laws, the *Information Privacy Act 2000* and Department of Education and Early Childhood development Privacy Policy provide for the protection of personal information.

At Watsonia Heights Primary School, we are concerned with protecting the privacy of students and their families with regards to the publication of personal information. This personal information can include a photograph, digital image or video of a student. These guidelines have been drawn up to confirm how student images are recorded and used at Watsonia Heights Primary School.

The purpose of these guidelines is so the efforts and achievements of students can be published to the local school community, while the privacy of students is respected.

In general, student images are used to:

- record student participation at school and in school events
- celebrate student effort and achievement
- promote the school and events held by the school.

At Watsonia Heights Primary School, student images can be used in:

- Classroom activities and displays at school or in the community
- School Intranet (on the internal school network)
- Yearbooks
- Photograph albums
- Performing Arts
- Internal video recordings
- School, class, sport and individual yearly photos
- Assisting with the identification of medical information.

Use of Images:

Student's first names may be used and photographs of groups of children working may be published. Personal information such as addresses, phone numbers and surnames **will not** be published. Should your child's work or photograph be chosen for publication, your signature on the slip below acknowledges your permission for such work to be published on the school's Intranet, newsletters and on school display boards.

To respect the privacy rights of students and families, specific parental permission will be sought at the time of publication for the use of student images in each of the following:

- School Web pages
- Local Press
- Television and news media
- Local Community displays



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Permission for Use of Student Images

Watsonia Heights Primary School publishes a variety of student and teacher projects/work and photographs on the Intranet, newsletters, display boards and in grade booklets or slide/movie presentations. Should my child's work or photograph be chosen for publication, I give permission for such work to be published on:

The Weekly Newsletter
The Intranet (within the school)
Display boards (within the school)
Class/Group Booklets etc.

I understand this may include publication of my child's first name and a photograph of my child.

I understand that any photographs used for other purposes such as a webpage, newspaper articles, brochures and advertising material etc. will only be used where specific permission is requested and acquired.

I understand that this document will be used and filed for the duration of my child's enrolment at Watsonia Heights Primary.

Please note: Non return of this permission form is deemed to be the parent/guardian has not given approval.

Student's name : _____

Date: _____

Parent / Guardian signature: _____