

## **School Photography Guidelines for Parents and Carers**

### **Information for Parents/Carers**

Chevalier College recognises that parents/carers enjoy photographing and recording the progress of their children at school and on school activities. We recognise that many of you like to share these personal memories via mobile devices, online and/or on social media.

In relation to the distribution of photographs and videos of other children at our school, we ask for your cooperation and care.

Some families have legal and very real safety issues that, if an image of their child is made public, could put that child at risk. More generally, it is respectful of the privacy of other members of the school community to ask permission before taking and sharing an image. It is easy for images to become public even when social media settings are set to private, particularly if images are tagged or shared by others.

### **Best Practice Guidelines**

The following best practice guidelines have been adopted by our college to help keep our students and school community safe, and to ensure respectful practices concerning the taking and sharing of images. When taking photographs or recordings at school or at school events, and those images include other identifiable persons, please follow these guidelines:

- Crop out or use other digital tools to de-identify other students, or seek the permission of the student or (for students under 16) his or her parent/carer before taking or sharing the image.
- Do not tag or name the person without permission.
- If a parent/carer requests that you do not take or share an image of their child, please comply with the request.
- Please seek the permission from the Principal to photograph or record activities at school. Photography of your own child receiving an award from a staff member is permitted.

The school will periodically review these guidelines.

### **Mandatory Policies**

The school may from time to time determine that photography or recording at school events or on school grounds is restricted. Where restriction is notified, failure to comply may result in your exclusion from school premises or activities.

Under no circumstances are you permitted to photograph or record in private areas such as change rooms, or in school offices or staffrooms, or at meetings without express permission from the Principal.

## Queries and Further Resources

The following resources provide further information about safety online; privacy and avenues for complaints about privacy. If you wish to discuss an issue further with the school, please contact the Principal.

- **Chevalier College Policies**

  - [Privacy Policy](#)

  - [Complaints Handling Policy](#)

  - [Student ICT Usage Policy](#)

- **Office of the Children's eSafety Commissioner**

  - <http://esafety.gov.au>

- **Office of the Australian Information Commissioner, FAQs about social media**

  - <https://www.oaic.gov.au/privacy/your-privacy-rights/social-media-and-online-privacy/social-media>