

Capture, Storage and Disposal of Student Images Policy

Scope and Application: This policy is governance directed and gives guidance for staff on the treatment of all current student digital images. This policy will be reviewed and amended as required. *(See below for policy review dates)*

Related Legislation / Guidelines: *Privacy Act 1988, Australian Privacy Principles (APP), AISWA Policies and Procedures Guidelines, Privacy and Compliance Manual 2023 (or most recent version)*

Related Policies / Documents: *WBPS Child Protection Policy, WBPS Privacy Policy, WBPS Enrolment Form, WBPS Social Media & Networking Use by Staff Policy, WBPS Internet & Email Use by Staff Policy.*

Policy Statement

Capture

The primary purposes for which the school captures student images include:

- Publicity and Promotion
- Communication with Parents
- Commemoration of Events
- Teaching and learning
- Assessment
- Historical Record

The use of student images (including photographs and video) for the purposes of teaching and learning, assessment, and for sharing within the school community is covered under the school's Standard Collection Notice, which is provided to all parents on enrolment. Video records of individual students for teaching and learning or assessment purposes require prior explicit consent in writing from parents.

The school seeks explicit consent from parents to use student images in public places such as on the school website, on social media, and in promotional material.

Images should be captured on a school-owned camera or phone and not on personal equipment. Images captured by staff on their personal devices (in the case of an emergency) should be removed from these devices as soon as practical, and if needing to be kept, should be transferred to the school network. Images captured by professional photographers commissioned by the school for publicity or other approved purposes will be stored on the school network, or on password-protected galleries.

Student personal devices may not be used to take any student images. Per the ICT Usage policy, students are not to bring their personal digital devices to school. Any personal digital devices that are brought to school are to be surrendered to the principal (or designated person) for safekeeping during school hours.

Students using personal devices to capture images, harass or post private information about another person will face disciplinary action as sanctioned by the principal.

Student images captured by the school may be used in the school's social media accounts for publicity purposes, subject to consent being received from parents.

Storage

All digital and video images must be stored securely only on the school network. (Back ups of the school server are taken off-site on portable hard drives by administration staff.) No school device should be taken off the school premises if they contain student images – images must be uploaded to the school network, then removed from the school device. School devices may be used to capture student images during camps and other off-site excursions. At the end of the camp or excursion, school devices containing student images must remain on the school premises until the images can be uploaded to the school network.

Disposal

Images produced for teaching and learning, and assessment purposes need to be stored securely and retained until the end of the students' enrolment at the school. Other images produced for publicity, newsletters or events should also be stored securely, and may continue to be retained and used after the student has ceased enrolment at the school.

Woodbury Boston Primary School
Policy and Procedures