



**AUSTRALIAN
ISLAMIC COLLEGE**

Photographing Students Policy

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Introduction

While it is understood that parents and schools may wish to have a photographic record of their child's/student participation there are safety and privacy issues relating to who is taking the photos, for what purpose and how to protect the identity of other students who may not wish to have their photo taken or where schools are required to protect their identity.

At Australian Islamic College we have a responsibility to ensure the safety of all our students and it is reasonable for the school community to develop a position on the taking of photos (still and video) at onsite and off-site school activities.

Policy

The Privacy Act 1988 (Cth) covers the use of personal information, i.e. information that identifies a person. A photograph or digital image of a student is personal information about that student. Therefore a school should handle the use of student photographs with regard to the privacy of the student and their family.

The Privacy Act 1988 (Cth) aims to strike a balance between the free flow of information and the individual's right to privacy. Information privacy gives an individual the right to control how their 'personal information' is collected and used and to limit who gets to know of this information. For schools this means that, in some circumstances, students and parents have the right to consent to the disclosure of student images. 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

The College discourages photography by parents given the difficulty in ensuring other children are not identifiable in their photos and who has a legitimate reason for taking photographs.

- The school may identify a person (teacher or parent) to take photographs for school purposes.
- Anyone taking photos should have prior approval and be easily identified as having approval by wearing a school badge for identification.
- The photographer should show the photos they have taken to any instructor or teacher upon request.
- Unless otherwise agreed photos should not enable the students involved to be identified.
- Unless otherwise agreed photos should not enable the instructor(s) involved to be identified.

School assemblies and events

- Photographs taken by parents should not include other students, especially where they can be identified.
- Use of camera/ camera phones at school or during school activities by students is not permitted.

Implementation date:	[July 2022]
Approved by:	[Executive Principal]
Next review:	[December 2023]

Appendix A - Example of letter to parents

Dear Parent,

We understand that some parents may wish to record their children's participation in this assembly / event.

To ensure the privacy of all students, please be aware that any videos or photographs taken must be for personal use only. Images taken of students other than your child should not be placed on public forums such as Facebook or YouTube.

We appreciate your respect and co-operation.

Regards

Principal
Australian Islamic College
