



# CONSENT FORM

**Respect  
Resilience  
Integrity  
Curiosity**

The following are standard permission forms which will be used for the **duration** of your child's schooling at Carnegie Primary School.

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

## **LOCAL SCHOOL EXCURSION PERMISSION**

I hereby give permission for my child, whose name appears above to participate in local excursions which do not require transport but involve the children leaving the grounds to walk to a particular local venue, for the duration of their schooling at Carnegie Primary School, providing a teacher is in charge and all reasonable care is taken. I agree that, in the event of an accident or illness during this excursion, if I cannot be contacted, the teacher in charge has permission to obtain such medical assistance as considered necessary for my child. I will accept responsibility for any change involved. I note, an excursion includes any teacher supervised activity outside the school grounds. I understand and agree that if I wish to withdraw this authorisation, it will be my responsibility to inform the school in writing.

Signature of Parent/Guardian: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **SCHOOL COMPUTER & INTERNET USE PERMISSION**

The Department of Education and Early Childhood Development provides access for your child to be able to use computers and email at school. Your child **MUST** only use these facilities under teacher supervision and in accordance with the school's acceptable use policy. I agree to instruct my child to: take great care of all computer and ICT equipment and to respect their fellow students' work. Use Internet to access appropriate information relevant to their work. Make no attempt to access unsuitable material via the Internet. Keep personal information private. Always check with the teacher in charge before downloading any information to the hard drive from the Internet. I understand that if my child breaks any of these rules they will lose the privilege of using school computers and Internet access.

Signature of Parent/Guardian: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **SCHOOL PHOTOGRAPHY AND MEDIA PERMISSION**

There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example, classroom activities, sports events, concerts, excursions and camps. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/carers and school community in newsletters.

Our **Photographing, Filming and Recording Students Policy** [CPS photographing, filming & recoding students policy](#), describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.

**Please note** there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact our office staff at [carnegie.ps@education.vic.gov.au](mailto:carnegie.ps@education.vic.gov.au) or via phone 95712662.

This **Consent Form** describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regard to privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us at [Carnegie.ps@education.vic.gov.au](mailto:Carnegie.ps@education.vic.gov.au) or via phone 95712662. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our **Photographing, Filming and Recording Students Policy** via the school newsletter. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events etc) do so in a respectful and safe manner and that images of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

## **Privacy**

Photographs, video and recordings (**images**) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information. The school is part of the Department of Education (**the department**). The department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information.

For further information refer to the **Schools' Privacy Policy**

(<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>). **Ownership and reproduction**

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

### **Consent for use of images**

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

#### **Use of images within the physical school environment**

If you consent, photographs, video or recordings of your child may be used by our school within the school environment in any of the following ways:

- for display in school classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements)

#### **Use of images within the school community**

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- in the school's online communication, learning and teaching tools (e.g. classroom blogs or apps that can only be accessed by students, parents/carers and school staff with passwords.)
- in the school's yearly class photos
- Live streaming of school events. Your child's image may appear on platforms such as Webex or YouTube Live. Please note, these streams will not be made public and only people with a link will be able to watch. Comments will be disabled and videos will be removed shortly after the event concludes.

#### **Use of images beyond the school community/publicly**

If you consent, photographs, video or recordings of your child may be used in publications that are accessible to the public, including:

- on the school's website including in the school newsletter which is publicly available on the website
- on the school's Instagram account @carnegie\_primary, please note comments are disabled.

We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes.

### **Your consent**

I have read this form and I consent to Carnegie Primary School collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways.

Indicate your consent for the three options by using the tick boxes.

- ☐ I consent to the use of images of my child **within the physical school environment**
- ☐ I consent to the use of images of my child **within the school community**
- ☐ I consent to the use of images of my child **beyond the school community/publicly, i.e. the school's website and social media accounts**

Signature of Parent/Guardian: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_