

MATER DEI SCHOOL PHOTOGRAPHY GUIDELINES FOR PARENTS AND GUARDIANS

Mater Dei recognise that parents and guardians enjoy photographing and recording the progress of their child at school and on school activities. We recognise that many of you like to share these personal memories online and on social media.

We ask for your cooperation and care concerning the use and distribution of photographs of other children at our school. Some families have very real legal and safety issues which could put a child at risk if an image is made public online. More generally, it is respectful of the privacy of other members of the school community to ask permission before posting an image online. Even if your social media settings are private, it is easy for images to become public, particularly if they are tagged or shared by others.

Best practice guidelines

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

- Crop out other students or seek the permission of the student or (for students under 16) his or her parent/guardian before posting online.
- Do not tag or name the person without permission.
- If a parent or guardian requests that you do not circulate an image of their child to others, please comply with the request.
- Please seek the permission of our staff to photograph or record their activities at school. Photography of staff presenting or receiving awards is permitted.

The school will periodically review these best practice guidelines.

Mandatory policies

Mater Dei 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. There may also be consequences as set out in the enrolment agreement.

Under no circumstances may you photograph or record in private areas such as change-rooms, or in school offices or staffrooms, or at meetings, without express permission.

QUERIES

If you wish to discuss an issue further with the school, please contact the Executive Assistant to the CEO/Principal.

FURTHER RESOURCES

The following resources provide further information about safety online, privacy and avenues for complaints about privacy online.

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/individuals/faqs-for-individuals/social-media-ict-identity-security/social-media>

BREACH OF GUIDELINES

Parents/guardians are expected to follow these Guidelines. Serious breaches of the guidelines may lead to the withdrawal of your children from Mater Dei School.

RELATED POLICIES/STATEMENTS

Mater Dei Parents and Guardians Code of Conduct

Mater Dei Managing Grievance Policy

Approved at Leadership Team YES / NO / NA	Signed	Date
Approved at Board YES / NO / NA	Signed	Date
Staff Briefed YES / NO	Signed	Date
Review Date September 2018		