

## Acceptable Use of Images - Information for Families

Though our schools and colleges operate under strict guidelines regarding the publishing of students' images, they cannot control the actions of students, families or others in relation to the publication of unofficial images. However, as noted in the Tasmanian Catholic Education Commission Enrolment Form, it is contrary to each school's ethos for photographs or film taken of students participating in school activities to be publicly displayed (including social media) without prior permission of that student's parents or guardians.

It is respectful of the privacy of other members of the school community to ask permission before posting an image of them or their child online. Some families may have general privacy concerns about images of their children being posted without their consent, or in some cases, there can be real legal or safety concerns for the child or family concerned.

Our schools will take all reasonably practicable steps to manage the risks to student safety and well-being arising from the taking and use of photos and videos by external parties. As such, our schools will promote the following best practice guidelines to keep our students and school communities safe, and to ensure respectful practices concerning the use of images, particularly on social media.

### Best Practice Guidelines

- The school will supervise and manage students taking photos and videos of each other for educational purposes.
- The school may, from time to time, determine that photography or recording at school events or on school grounds is restricted. For example, on a swimming carnival note a school may state that 'no photography or recording by families is permitted at this event'. Where the restriction is clearly notified, failure to comply may result in your exclusion from the event.
- Under no circumstances may photographs or recordings be taken in private areas such as change-rooms. Photographs may not be taken in school offices, staffrooms or at meetings without express permission from the Principal or their nominated delegate.
- Where any teacher, student or member of staff notices behaviour which may be criminal, or may endanger the health or well-being of a student, they must report the behaviour immediately to the Principal (or the Principal's delegate). The Principal (or the Principal's delegate) will take appropriate action in response to the report, which may include disciplining persons who are members of the school community or reporting the matter to the Police or relevant authorities.

Even if your social media settings are private, it is not uncommon for images to become publicly available. 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's parent or guardian or, for students 15 and over, the permission of the student before posting online.
- Crop out any staff or seek the permission of individual staff 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 them or their child/ren to others, please comply with the request now and into the future.

If a school receives a complaint from a student, parent or guardian concerning the photography or social media activity of another member of the school community, the school will follow its complaints handling procedure. In more extreme cases the school may assist the complainant to refer the matter to relevant authorities such as the Office of the eSafety Commissioner or may be required to refer the matter to law enforcement authorities.

### **Queries and Further Resources**

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

*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>