**Consent for Publication of Photographs and Videos of Students**

[***Note: This consent should be sought at the beginning of each school year to ensure it is current***.]

From time to time, photographs or videos of students are taken in school, at school events or at places where the students are involved in an excursion or activity. These materials are used to promote curricular, co-curricular and student life activities at school and within the community.

These photographs or recordings may be used in class activities and/or published by the [INSERT NAME OF SCHOOL] (the **School**) in documents, school magazines, newsletters, displays, journals, professional development materials for teachers, on the website or social media platforms (e.g. Facebook, Instagram, YouTube) of the School and marketing materials produced by or for the School. Unless otherwise directed by you, your child's name may be included with/in the photograph/video.

We seek your consent before including your child in any such publication or internal/external display. [INSERT THE FOLLOWING IF RELEVANT] This form also seeks consent for [INSERT NAME OF RELEVANT EDUCATIONAL BODY E.G. 'The NSW Department of Education' OR, FOR CATHOLIC SCHOOLS, 'The Catholic Education Commission' (OR EQUIVALENT TO CEC IN YOUR STATE OR TERRITORY)] to use photographs/videos of your child in print and online promotional, marketing, media and educational materials.

**NOTE: Please confirm your consent to the uses and disclosures described below by ticking the relevant box. If you do not want your child's name to be used please tick "EXCLUDE NAME".**

**I GIVE PERMISSION FOR:**

Photographs or videos in which my child may be involved, to be published in (please tick): [***Note: You may not need all the consents below, depending on what you inform students and parents in your privacy collection notice/s. If you would like to exclude a particular consent, you should seek legal advice.***]

[***Note: You should seek a separate consent before commencing a specific marketing campaign (if you seek to use a photo or video of a student as part of that campaign). For example, an advertisement in a newspaper that is designed specifically to promote the school, not just to inform the community of school events (which may indirectly promote the school). This will ensure the consent is informed, current and specific.***]

|  |  |  |  |
| --- | --- | --- | --- |
| * YES
 | * NO
 | **School publications:** (e.g. magazines, newsletters, presentations, training materials and resources) published by the School  | * EXCLUDE NAME
 |
| * YES
 | * NO
 | **Third Party Publications**: newspapers and other materials published by third parties for the purpose of promotion and communication of school activities or programs  | * EXCLUDE NAME
 |
| * YES
 | * NO
 | **Intranet and similar platforms accessible by students and/or parents**: the School's intranet, learning management system, digital teaching environment or similar platform/s, that are accessible by students and/or parents  | * EXCLUDE NAME
 |
| * YES
 | * NO
 | **Website**: the School's website  | * EXCLUDE NAME
 |
| * YES
 | * NO
 | **Private social media channels:** the School's social medial channels (e.g. Facebook, Instagram, YouTube), where access is restricted to the School's staff, students and parents  | * EXCLUDE NAME
 |
| * YES
 | * NO
 | **Public social media channels:** the School's social media channels accessible by the public [***Note: You can combine this with the row above if you do not wish to make any distinction between private and public social media channels. The combined row should be 'Social media channels: the School's social medial channels (e.g. Facebook, Instagram, YouTube), including those accessible to the public***] | * EXCLUDE NAME
 |
| * YES
 | * NO
 | **The [INSERT NAME OF EDUCATION BODY]'s website and publications:** including the [INSERT NAME OF EDUCATION BODY]'s newsletters and brochures, and materials available to schools and education departments around Australia for the [INSERT NAME OF EDUCATION BODY]'s promotional, marketing, media and educational purposes  | * EXCLUDE NAME
 |

## and I acknowledge and I agree that

I can withdraw any consent provided above at any time by giving written notice to the School, and it is my responsibility to notify the School if I wish to withdraw any consent provided above. Once consent is withdrawn, the School will not make any new publications that include the student’s photograph(s) or video(s) where the student is reasonably identifiable.

|  |  |  |
| --- | --- | --- |
| (please tick) | * YES
 | * NO
 |

|  |
| --- |
| **Student’s Name**  |
| **Year of enrolment at the School** | **Year level on enrolment at the School** |
| **Parent/Caregiver Name** | **Signature** | **Date** |
| **Student Name (If student is aged 15+)** | **Signature (of student aged 15+)** | **Date** |