

MIRAMAR NORTH SCHOOL CAPTURE AND RELEASE OF CHILDREN'S IMAGES, WORK AND AUDIO RECORDINGS

Introduction:

Our first priority is to keep the children at Miramar North School safe. As such, our school has rigorous processes to ensure children's images, work and audio recordings are only used with permission.

- **Images include photos of children**
- **Work includes any examples of children's work such as artwork, pieces of writing**
- **Audio recordings include children's recordings such as songs, speeches and narratives**

We use images, work and audio recordings to:

- 1. Promote effective teaching and learning**
- 2. Celebrate success of MNS activities and experiences**

Guidelines:

We want to ensure our children are safe therefore the following guidelines will be followed:

1. Only agencies approved by the school will use the children's work, images and audio recordings, including school photography providers. The images and audio will not be identifiable. In other words, children's full names and the school name will not be given together.
2. Children's full names, home addresses, emails and telephone numbers will be kept confidential. Where this information is required, full parental consent will be sought.
3. The school will not release a child's identifiable image, audio recording or work, without written authorisation from that child's legal guardians. It is the signature guardian's responsibility to liaise with all legal parties.
4. The school will not approve publishing of any material that may; defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties.
5. The school has a privacy officer who is available to answer questions relating to all the issues above. The school's privacy officer is the Principal.
6. In case of a concern, complaint or dispute, please contact the Principal.

Permission of Parent/Guardian

As the Parent/Guardian of:

(Name of Student 1)

(Name of Student 2)

(Name of Student 3)

- I have read and understood Miramar North School's procedures for the capture and release of children's images, work and audio recordings.
- I understand that students captured images, work and audio recordings could appear on various publications as itemised below.
- If my situation/decision changes, I will inform the school in writing.

Please tick ONE of the following:

Yes, I give my permission to have my children/s image, work and/or audio recordings published by **MNS controlled media** such as, school website and newsletters that are approved by the Principal.

No, I do not give permission to have my children/s image, work and/or audio recordings published by **MNS controlled media** such as, school website and newsletters that are approved by the Principal.

Please tick ONE of the following:

Yes, I give my permission to have my children/s image, work and/or audio recordings published by on the school's **social media sites** such as, Facebook and Instagram, that are approved by the Principal.

No, I do not give permission to have my children/s image, work and/or audio recordings published by on the school's **social media sites** such as, Facebook and Instagram, that are approved by the Principal.

If you have ticked YES to the above tick the following to give consent to:

Individual publications of your child.

Groups (sports teams/whole class/syndicates/whole school)

Sign _____
(Parent/Guardian)

Date _____