



## St Catherine of Siena Photography and Recording Permission Form



Throughout the year, our school has occasions where photographs or recordings are taken of students participating in a range of activities and events. Our school complies with all MACS policies and guidelines regarding privacy, and we seek your permission for students to appear in photographs or recordings which are collected, displayed or used in the ways described below.

This form is provided to Parents at the time of enrolment seeking consent for the collection and use of photographs and recordings. Parents may vary their consent at other times during the Student's enrolment. The school will annually remind Parents of this through its usual communication channels. A Parent will need to complete a new consent form when they wish to change or withdraw permissions.

If you consent, MACS may use the photographs or recordings in the ways listed below.

*Please tick those for which you give permission for use. Please read the form carefully and contact the school if you do not understand any aspect of it.*

<input type="checkbox"/>	<p><b>School use:</b> in the school's learning and teaching tools e.g.</p> <ul style="list-style-type: none"> <li>• for assessment purposes</li> <li>• professional development</li> <li>• classroom displays and displays in the school to support a Student's health and wellbeing (e.g. risk of anaphylactic reaction) or</li> <li>• on the internal ICT systems that the school uses (including apps that can be accessed by students, Parents and school Staff using passwords).</li> </ul> <p>Photographs and videos stay within the school.</p>
<input type="checkbox"/>	<p><b>Internet use:</b> On the school's publicly available website Including:</p> <ul style="list-style-type: none"> <li>• photos in the school newsletter and other communications to the school community and public</li> <li>• school's social media accounts.</li> </ul> <p>Students will only be identified by first names in these images, or not at all.</p>
<input type="checkbox"/>	<p><b>General print media and promotional material:</b> Including:</p> <ul style="list-style-type: none"> <li>• newspaper articles</li> <li>• pamphlets</li> <li>• school magazines</li> <li>• public advertisements and</li> <li>• promotional material for the school</li> </ul>

Parents will be notified if we are considering use of any images of Students for specific advertising or promotional purposes and specific consent will be sought.

### **Licensed under National Educational Access Licence for Schools (NEALS)**

The photographs and recordings may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS). This is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

## Authorisation

<input type="checkbox"/>	I authorise MACS to use photographs and recordings in material available free of charge to schools and education departments around Australia for the purpose of MACS' promotions, marketing, media and educational purposes.
<input type="checkbox"/>	I give permission for photographs and recordings of my child to be used by the school or MACS in the agreed publications without acknowledgement, remuneration or compensation.
<input type="checkbox"/>	I understand and agree that it is my responsibility to notify the school if I do not wish to consent to my child's photograph or recording appearing in any or all the publications above, or if I wish to withdraw this authorisation and consent.

Any permission and consent given may be withdrawn by the Parent or Student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

## Consent

Student name	Year level

Parent details		
Parent 1		
Signature		Date
Parent 2		
Signature		Date
If the child is aged 15 years or over, they may also sign		
Name of child		
Signature		Date

*Disclaimer: Personal information will be held, used and disclosed in accordance with the Privacy Collection Notice for Students and Parents and Privacy Policy available on the school website: [www.scmeltonwest.catholic.edu.au](http://www.scmeltonwest.catholic.edu.au)*