

CAMERA POLICY

RATIONALE

The Princes Hill Primary School Council, Principal and staff are required by law to protect the personal privacy of its staff and students.

PURPOSE

The Victorian privacy laws and the Information Privacy Act 2000 provide for the protection of personal information.

The privacy laws do not replace any existing obligations Princes Hill Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of cameras.

DEFINITIONS:

Camera means a device that is able to record an image of an individual whose identity is apparent. For example, this includes all digital and film cameras, phone cameras and video cameras.

Electronic Transmissions: In this policy this includes public transmission of information and images in school generated DVDs, emails (including Talking Point), the school web site, Ultraset and media releases.

Parent in this policy in relation to a child, includes step-parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

Staff in this policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the Department of Education and Early Childhood Development (DEECD). Information provided to a school through job applications is also considered staff information.

GUIDING PRINCIPLES

Princes Hill Primary School has a duty of care towards staff and students. To meet this duty of care it is necessary to ensure that:

1. Before a photograph or film is taken permission must be given by the subject of the photograph
2. Photo permission also includes the electronic transmission of images
3. In the case of students, parents will be asked to give a general permission upon enrolment for their child to be photographed at school
4. Phone cameras are banned at all times ... refer to Internet Usage Policy
5. In special situations, eg camps, excursions, out of school activities etc students may be permitted to bring a camera to these activities. The equipment list for such activities will list cameras as permitted items. The rules outlined earlier regarding appropriate permission must be adhered to

REVIEW

This policy is to be reviewed in 2012.