

ELECTRONIC RECORDING POLICY

1. RATIONALE:

Electronic Recording Policy refers to: video recordings, audio recordings and photos.

In order to protect our students, staff and the school community in general from any known or unknown video recordings, audio recordings or photos, Courtenay Gardens Primary School has in place an Electronic Recording Policy.

This policy is to prevent the potentially harmful and unwanted distribution of video recordings, audio recordings or photos of staff, students or the school community while on school property.

Please be aware, members of the public are prohibited from making audio recordings of any staff, students or the school community without the authority of the principal. Video recordings and photos are covered below.

2. AIMS:

- 2.1 To establish clear expectations about acceptable and unacceptable video recordings of staff, students or the school community within the grounds of Courtenay Gardens Primary.
- 2.2 To establish clear expectations about acceptable and unacceptable audio recordings of conversations with staff, students or the school community within the grounds of Courtenay Gardens Primary.
- 2.3 To establish clear expectations about acceptable and unacceptable use of photos of staff, students or the school community within the grounds of Courtenay Gardens Primary.

3 IMPLEMENTATION:

- 3.1 At the start of the school year, and on enrolment, parents will be provided with documents to sign that cover Publicity Release Consent and Appropriate Recording of Videos or Photos.

- 3.2 The following message:

“We know that special school events (eg. assemblies, excursions etc.) are a time when parents like to take photos or videos of their children. We also recognise that some families would prefer their children’s images not be taken or distributed by others for cultural, legal or other reasons. Therefore, we would like to ask all parents to refrain from taking any photos or videos of children other than their own, or upload photos/videos on line, in an effort to respect the rights and wishes of others.”

will be read before all school community assemblies, regularly placed in the newsletter and on the school website.

- 3.3 Audio recordings of conversations with staff, students or the general public may only be permitted with the authority of the principal.
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- 3.4 If unauthorised recordings are discovered either online or in person of CGPS staff or students without their permission, the material must be deleted and/or the matter may be referred to the Department of Education & Training legal department.
- 3.5 The safety of staff, students and the school community is of paramount concern. Any apparent breach of this policy will be taken seriously. The response to individual incidents will follow the guidelines of the Department of Education & Training.
- 3.6 Parents will be encouraged to contact the school if they become aware of a problem with video recordings, audio recordings or photos.

EVALUATION:

This policy will be reviewed as part of the school's annual review cycle.