

Dear Parents/Guardians and Students

Privacy, Photographs and Publication

At Diamond Valley College we celebrate the efforts of our students by reporting their participation in college events and their achievements in our publications and the local press. Publishing photographs of students and identifying individuals involves important issues of privacy. The purpose of this letter and the accompanying permission form is to clarify college policy and to plan ahead so we don't lose opportunities for student recognition.

Photographs of students as individuals and in teams are included in our college newsletter and in our school magazine, along with examples of their work. Photographs of students are also used on our internal college intranet site. These are normal and expected uses of student images within our college community and on many occasions the students are identified by full name.

The external college website will display images of students but we will only use group photographs and identify students by their first name, class or year level. If a photograph of an individual student and their full name is required, we will only publish this on the website with the prior consent of the parent and student.

When the college is in control of an event we allow parents to record school performances as this creates a memento that can be shared with other family members. Video or audio recording is permitted at school under a copyright license paid by DEECD on behalf of all government schools (AMCOS/ARIA license).

We invite local press to our events and they are required to follow college policy on the publication of student photographs. When a story is about an individual achievement we will always seek parent consent before passing information or photographs to the press for publication. When group photos are published, students will only be identified by first name and year.

If you wish to discuss the use of student images please contact the college on 9438 1411.

Please complete the form below and return it to the College on Information Evening.

Regards



Allison Bennett
Principal

PTO

**Diamond Valley College
Privacy, Photographs and Publication**

Use of Student Images

Family Name _____

Children _____

Year Level _____

Yes No

- I consent to the use of my child's image and first name, for Diamond Valley College publications such as the newsletter, year level handbooks and college magazine.
- I consent to the use of my child's image on the Diamond Valley College internal network for administrative application such as reports, library usage and student co-ordination.
- I consent to the use of my child's image within a group photo on the Diamond Valley College website or pictorial displays.
- I consent to the use of my child's first name with a group photo on the Diamond Valley College website or pictorial displays.
- I consent to the use of my child's image within a group photo, which does not fully identify the students and is intended for publication in the media

I understand that if an individual photo of my child is recommended for use in a media item or on the Diamond Valley College website, or where they may be fully identified, a separate permission will be sought.

Parent Signature _____ Date _____

Student Signatures _____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____