**Guidelines for photos & videos of students at school and public events**

It is important for everyone in our school community to understand why privacy and permissions matter, including the students, parents and staff. Some kids may be in care; some kids may be involved in custody issues; some kids may be shy.

We want to be clear about our expectations when it comes to the privacy of our students, especially now that many students and parents are bringing phones with cameras and apps that publish information instantly online into our schools. The privacy of our students while they are at school is legally protected, which is why schools must ensure that parents have given permission for student photos to be taken.

**During school programs**

**For staff –** School and department staff may take photos of students to post around the school (example: class photos for the walls). However, we must have permission from the parent before sharing any information or images online or outside of the school of a child or their work in our school programs (example: on the school or department website, posting photos of a class activity to a teacher’s webpage or through email with the parents of children in that class).

Aside from public events at the school (see below), if a student, parent or staff member wants to take photos of your students, please remind them that they need permission to share that photo.

If a parent has signed their consent on the general permission form sent home at the beginning of the year for the Department of Education to use or share that child’s image/information, it is okay for the staff and school council/community to take photos and use them to promote school programs. If a parent has signed ‘no’ on the form or has not returned the form, no one is allowed to take photos of that child during school programs.

**For students –** We ask that students please check with teachers and their friends and classmates before they share or post photos or information about other kids that they have taken at school (examples: sharing a photo taken in class on Snapchat or quoting their friend on tumblr).

**For parents and school councils –** We ask that parents please check with school staff and other parents before they take, share or post photos or information about other peoples’ children during programs at school (example: posting a photo of your child with classmates to facebook or identifying who the other children are online). Please check with the teacher before you take photos in a classroom.

**Media –** When we invite the media to visit a small group activity or class, the school staff need to make sure we have the parents’ permission for those children to be photographed, interviewed, videotaped, etc. Any children who do not have parental permission cannot be photographed or interviewed.

**Public events at the school**

When a school invites parents to an event or when a school hosts a larger event open to community members, this is considered a public event. This means the parents, the public and the media have the right to attend and take photographs because the school has become a public space. The media is expected to behave responsibly and to cooperate with the school.

When a school hosts this type of event, we will put up Open Media Zone posters so that parents and students know that their photo may be taken and shared publicly from this event by other parents, staff, the media and the general public.

Please note that if your child is participating in a school activity that takes place in public, such as at a large event at a school or outdoors, we are not able to control whether or not your child is photographed.