

# CONSENT FORM

## ALL FORMS OF MEDIA AND COMMUNICATIONS

### What is this consent form for?

Schools collect digital, photographic and multimedia images of students for a wide range of reasons, including to show parents/legal guardians activities undertaken by students and to promote the school. These images may be used on school websites, in newsletters, brochures, promotional materials and sometimes in the mass media or other publications.

Photographs and multimedia images may also be taken of students for record and archival purposes, such as annual class and individual photographs and similar multimedia productions. On occasion, the media may visit the school and may take photographs, video, or audio of school activities or newsworthy events.

This consent form gives permission for the student to take part in such activities and for the student's school and Brisbane Catholic Education (BCE) to publish the images, video or audio recordings.

There are two types of consent possible:

- a) Brisbane Catholic Education Community
- b) BCE and Wider Community.

**Brisbane Catholic Education (BCE) Community** – this permits the taking of group and individual photographs for school records and for distribution to members of the school community via printed or digital means. Additionally, images and audio recordings may also be made of the student during school and school-related activities and these may be published in the school newsletter or other school or Brisbane Catholic Education authorised publications, including websites (with or without password protection) and closed groups on social media sites and apps. These images may also be displayed on the school premises.

If this type of consent is not provided, the student's image/details cannot appear in any school-related photographs, websites or publications (in so far as the school can exercise control).

**BCE and Wider Community** – this permits the taking of group and individual photographs, and digital and audio images in the course of the student's school or school-related activities allowing these to be published in school or Brisbane Catholic Education authorised or associated publications, productions, presentations, or media. This includes digital media such as the school or Brisbane Catholic Education websites, social media sites and apps. Consent also authorises the use of the student's image and details (if appropriate) in mass media, under the school's supervision, and authorises supervised media access to the student in circumstances deemed appropriate by, and managed by, the school. Examples of this type of media include (though are not restricted to): the student's selection in a regional, state or national team; visits made by VIPs to the school; Channel 7 weather visits; publicity for the school and its events; participation in musical or dramatic performances; or participation in community events such as ANZAC day commemorations.

Where consent is not provided (for either or both of the types of consent above), the school requests that parents/legal guardians inform the student of their decision.

**Who should sign the consent form?** The student's parents/legal guardians should sign the form, along with the student themselves (if age appropriate). This ensures that the student is aware consent has been given, or withheld.

While the school and Brisbane Catholic Education will make all reasonable efforts to ensure that only appropriately authorised persons complete the consent form and sign the authorisation section, Brisbane Catholic Education will not be responsible for circumstances in which it is misled as to the identity and authority of that person.

**What happens to the consent form once it is filled out and signed?** The consent form will be placed on the student's file or record and retained by the school on behalf of Brisbane Catholic Education. If requested, a copy of the form will be made available to the student and/or the student's parents/legal guardians.

**Should you require any further information, or if you would like to discuss these options, please contact the school's Principal or Brisbane Catholic Education's Communications and Marketing office:**

**John Phelan, Manager Communications and Marketing**  
**Brisbane Catholic Education**  
Phone 07 3033 7000 e-mail [jphelan@bne.catholic.edu.au](mailto:jphelan@bne.catholic.edu.au)

## Photographic/video/audio/communication consent and release

**Student details**      Student's Legal Name: \_\_\_\_\_  
 Student's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Brisbane Catholic Education (BCE) Community**

I authorise the school and Brisbane Catholic Education to take and use any photographs, video or sound recordings of the student/me and any other reproductions or adaptations of the student's/my likeness or the student's/my work ('the material'), either in full or part, in any school or Brisbane Catholic Education authorised publication, production and presentation, which may include publication on websites operated by the school or Brisbane Catholic Education (with or without password protection), and closed groups on social media sites and apps. I also authorise the school, Brisbane Catholic Education and its approved contractors to take formal class and individual photographs of the student/me, which may be displayed on school premises and distributed to other students, their families and staff. These class and individual photographs may also appear in school publications.

### **BCE and Wider Community**

I authorise the school and Brisbane Catholic Education to take and use any photographs, video or sound recordings of the student/me and any other reproductions or adaptations of the student's/my likeness or the student's/my work ('the material'), either in full or part, in any school, Brisbane Catholic Education authorised or associated publication, production and presentation, which may include publication on websites operated by the school, Brisbane Catholic Education or associated entities (with or without password protection), social media sites and apps. I also authorise the school and Brisbane Catholic Education to grant supervised media access to the student/me and I acknowledge that:

- The school and Brisbane Catholic Education have the right to refuse media access where it would, in the opinion of the Principal and Brisbane Catholic Education, interfere with the student's well-being with the operation of the school;
- Media access to Brisbane Catholic Education facilities is entirely at the discretion of Brisbane Catholic Education; and
- Media access to students will be managed by representatives of the school and Brisbane Catholic Education.

### **Authorisation**

I authorise the school and Brisbane Catholic Education to take the actions indicated below:

**Please tick one option:**       **BCE Community only**       **BCE and Wider Community**

I acknowledge that the student has/I have no rights in the material nor in any school, Brisbane Catholic Education or associated publication, production and presentation which includes the material described above.

**Signature of student's parents/guardians:** \_\_\_\_\_

Legal Name/s of student's parents/legal guardians:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of student:** *(where appropriate)* \_\_\_\_\_

Legal name of student: \_\_\_\_\_