

## **MEDIA CONSENT FORM**

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

#### **What is this consent form for?**

Brisbane Catholic Education (BCE) administered schools collect digital, photographic and multimedia images of students for a wide range of reasons, such as:

- student participation at school and in school events;
- celebrating student achievements; and,
- promotion of an individual school, and/or BCE, and/or our associated entities.

These images are considered “personal information” of students. *The Privacy Act 1988 (Cth)* and the BCE Privacy policy regulates how BCE schools collect, use and disclose the personal information of students and families. BCE’s Privacy policy can be accessed on each school’s website or at <https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>

Media access is managed and supervised by BCE and schools:

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

BCE schools require informed consent from parents/legal guardians and in some cases students, to use their images. The consent form on the following page outlines various consent permissions.

#### **Who should sign the consent form?**

The student’s parents/legal guardians should sign the form, along with the student themselves if age appropriate and certainly if the student is legally an adult (18 years of age or over). This ensures that the student is aware consent has been given or withheld. Regardless of the consent type provided, parents/legal guardians should inform the student of their decision in an age-appropriate manner.

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

You must choose one type of consent from the options listed overleaf.

#### **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 BCE. If requested, a copy of the form will be made available to the student and/or the student’s parents/legal guardians. You may, at any time, amend the consent you provide by contacting the school and completing a new form.

#### **What happens to photographs, videos and sound recordings published previously if I decide to amend my consent from Public to a lower level?**

If Public Consent is revoked, no new public use will be made of the student’s image or personal information. Due to the viral nature of the internet – and especially of social media – BCE cannot guarantee that all images published prior to revocation of consent will be able to be removed from the internet.

Should you require any further information, please contact your school’s Principal.

|                             |                                |
|-----------------------------|--------------------------------|
| <b>Student's legal name</b> | <b>Student's date of birth</b> |
|-----------------------------|--------------------------------|

**Please choose one type of consent from the options below**

|                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Your School Community</b><br/>(limited consent)</p> <input type="checkbox"/> | <p>The student/I may be photographed, videoed or recorded, for use in mediums such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• school and parent portals that are password protected. Published material may include:             <ul style="list-style-type: none"> <li>• school newsletters</li> <li>• announcements and blogs</li> <li>• photo libraries</li> </ul> </li> <li>• school-based publications such as yearbooks</li> <li>• formal school, class or individual photos.</li> </ul> <p><i>I authorise the school and BCE 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'), or the student's/my name either in full or part, in any school or BCE authorised publication, production and presentation, or password protected portals. I also authorise the school, BCE 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.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Public</b><br/>(broad consent)</p> <input type="checkbox"/>                  | <p>The student / I, may be photographed, videoed or recorded, for use in all mediums permitted under Your School Community consent, plus:</p> <ul style="list-style-type: none"> <li>• social platforms such as Facebook, Twitter, Instagram, etc</li> <li>• public websites - either school, BCE or other associated entities - that are not password protected. Published material may include:             <ul style="list-style-type: none"> <li>- public newsletters</li> <li>- performances</li> <li>- events</li> </ul> </li> <li>• public publications and promotional material</li> <li>• public media events that may include:             <ul style="list-style-type: none"> <li>- student's selection in regional, state or national teams</li> <li>- visits made by VIPs to the school</li> <li>- news outlet's visits</li> <li>- publicity for the school and its events</li> <li>- participation in musical or dramatic performances or participation in community events such as ANZAC day commemorations.</li> </ul> </li> </ul> <p><i>I authorise the school and BCE 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'), or the student's/my name, either in full or part, in any school, BCE authorised or associated publication, production and presentation, which may include publication on public websites operated by the school, BCE or associated entities (with or without password protection), social media sites and apps. I also authorise the school and BCE to grant supervised media access to the student.</i></p> |
| <p><b>None</b><br/>(no consent)</p> <input type="checkbox"/>                       | <p>The student / I, will not be photographed, videoed or recorded. They / I:</p> <ul style="list-style-type: none"> <li>• will not be photographed for formal school, class or individual photos</li> <li>• will be asked to stand aside for photography, videoing and recording of performances and/or events.</li> </ul> <p><i>I acknowledge that my child / I will not be photographed, videoed or recorded in any circumstance, other than student ID photo.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**Authorisation:** I authorise and acknowledge the school and BCE to take the actions indicated above. I acknowledge that the student has/I have no rights in the material nor in any school, BCE or associated publication, production and presentation which includes the material described above. I understand I can amend my consent at any time.

|                                                     |  |
|-----------------------------------------------------|--|
| <b>Date</b>                                         |  |
| <b>Signature of student's parent/legal guardian</b> |  |
| <b>Legal name/s of parent/legal guardian</b>        |  |
| <b>Signature of student</b> (if appropriate)        |  |
| <b>Legal name of student</b>                        |  |