



Melbourne Archdiocese  
**Catholic Schools**



Dear Parents and Guardians

Please find attached a copy of the Melbourne Archdiocese Catholic Schools Ltd (MACS) Photography and Recording Permissions Form.

The “internal ICT systems” used by COHR would be SeeSaw.

At Christ Our Holy Redeemer we do post photographs and recordings on our COHR Instagram and Facebook accounts, as well as the school website of the children we have permissions for. We don't publish the names of children on any of these sites. In our School Newsletter we use only first names.

If COHR is going to use your child's photo on promotional materials we would always check with parents first.

Please if you have any queries don't hesitate to contact the school.

Regards

Jo Cowan

(Deputy Principal)





## Photography and Recording Permission Form

Throughout the year, there are occasions when photographs or recordings are taken of students participating in a range of activities and events. MACS seeks your permission to collect, display or use photographs and recordings of students in the ways described below. Our school complies with all MACS policies and guidelines regarding privacy. The dignity of each child will be upheld when determining the need for any photography or recording.

This form is provided to Parents and Carers at the time of enrolment to seek their consent for the collection and use of photographs and recordings. Parents and Carers may vary their consent at other times during the Student's enrolment. The principal will remind Parents and Carers annually of this through the school's usual communication channels. Parents and Carers will need to complete a new consent form when they wish to change or withdraw permissions.

If you consent, MACS may use the photographs or recordings in the ways listed below.

*Please tick those for which you give permission for use. Please read the form carefully and contact the school if you do not understand any aspect of it.*

<input type="checkbox"/>	<p><b>Internal use:</b> in the school's learning and teaching tools e.g.</p> <ul style="list-style-type: none"><li>• for observation and assessment of educational outcomes</li><li>• professional development</li><li>• classroom displays and displays in the school to support a Student's health and wellbeing (e.g. risk of anaphylactic reaction) or</li><li>• on the internal ICT systems that the school uses (including apps that can be accessed by students, Parents and school Staff using passwords).</li></ul> <p>Students will only be identified by first names in these images, or not at all.</p> <p>While the school will not share photographs and videos with external parties, please note that these materials may be accessible and downloadable by students, parents, and school staff who have login credentials. The school cannot guarantee that these materials will remain strictly within the school environment.</p>
<input type="checkbox"/>	<p><b>Public use on either the school's or MACS':</b></p> <ul style="list-style-type: none"><li>• publicly available websites</li><li>• newsletters and other communications to the school community and public</li><li>• social media accounts</li></ul> <p>Students will only be identified by first names in these images, or not at all.</p>
<input type="checkbox"/>	<p><b>General print media and promotional material including:</b></p> <ul style="list-style-type: none"><li>• newspaper articles</li><li>• pamphlets</li><li>• school magazines</li><li>• public advertisements and</li><li>• promotional material</li></ul> <p>Students will only be identified by first names in these images, or not at all.</p>

Parents will be notified if we are considering use of any images of Students for specific advertising or promotional purposes and specific consent will be sought.

### Licensed under National Educational Access Licence for Schools (NEALS)

The photographs and recordings may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS). This is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

### Authorisation

<input type="checkbox"/>	I authorise MACS to use photographs and recordings in material available free of charge to schools and education departments around Australia for the purpose of MACS' promotions, marketing, media and educational purposes.
<input type="checkbox"/>	I give permission for photographs and recordings of my child to be used by the school or MACS in the agreed publications without acknowledgement, remuneration or compensation.
<input type="checkbox"/>	I understand and agree that it is my responsibility to notify the school if I do not wish to consent to my child's photograph or recording appearing in any or all the publications above, or if I wish to withdraw this authorisation and consent.

### Consent

Student name	Year level
<i>Please add additional rows if you wish to include more than one student on this form</i>	

### Parent details

Parent 1/Carer 1		
Signature		Date
Parent 2/Carer 2		
Signature		Date

*Disclaimer: Personal information will be held, used and disclosed in accordance with the Privacy Collection Notice for Students and Parents and Privacy Policy available on the school website.*