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

We want to be clear about our expectations when it comes to the privacy of our students, especially when it comes to photos/personal information being shared online. The privacy of our students while they are at school is legally protected.

**During school programs**

**For staff –** Staff may take photos of students to post around the school (example: class photos for the wall). 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 parents 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.

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, photos will not be taken or shared.

**For students –** We ask that students please check with staff and/or classmates before they share/post photos or information about others.

**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 other children 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.