

# **PARENT/GUARDIAN RECORDING AUTHORISATION** **WHERE STUDENT IS UNDER 18 YEARS OF AGE**

At Billanook Primary School we celebrate the efforts of our students by mentioning their participation in school events and their achievements in our School publications. Occasionally photographs of students and samples of their work are included. On the School Website and Intranet there are images of students but we never identify student's surnames, only class and year level. As part of our educational, program students use information technology including video cameras, digital cameras, scanners and related software programs. Students use their newly learned skills to create digital portfolios, photo stories and documentaries of camps and excursions and other yearly highlights. Student work is saved electronically. This allows for celebration of your student's work at home and staff record keeping of each student's work.

We invite local press to school events and they are expected to follow school policy on the publication of photographs of students. When a story is about an individual achievement we will always seek your consent before passing information or photographs to the press for publication. Unless a story features an individual child only group photographs are published and students identified by first name and year level only.

Please sign the form below and return it to the classroom teacher. This form will be valid for your child's duration at Billanook Primary School. If you have any concerns about how your child's photographs, video, audio or any other form of electronic recording are utilised please contact the Principal.

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I, \_\_\_\_\_, the parent/legal guardian of the student named below, agree to and provide permission for the photographic, video, audio or any other form of electronic recording of the named student for and on the behalf of the Crown in Right of the State of Victoria (Department of Education and Early Childhood Development). Photographic, video, audio or any other form of electronic recording will only be used for documentary, supporting student work or promotional purposes by the school. This maybe via School Newsletter, School Website, School Intranet, Student Work, School Publications or any other method deemed reasonable.

I acknowledge and agree that ownership of any photographic, video, audio or any other form of electronic recording will be retained by the Crown in Right of the State of Victoria (Department of Education and Training).

I authorise the use or reproduction of any recording referred to above for any reasonable purpose within the discretion of the Department of Education and Training without acknowledgement and without being entitled to remuneration or compensation.

I understand that if photographs and stories about individual students are to be published in the press parental consent in addition to the signed form below will be sought.

I understand that this authorisation for the named student below will be valid for their entire duration at Billanook Primary School.

I understand and agree that if I wish to withdraw this authorisation, it will be my responsibility to inform the Principal in writing.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian)

Name of Parent/Guardian: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Contact Telephone Number: \_\_\_\_\_

School: **Billanook Primary School**

School Telephone Number: **9728 2624**