Glenora District School
620 Gordon River Road, Bushy Park 7140
Phone (03) 6286 1301  Fax (03) 6286 1425
Email glenora.district.high@education.tas.gov.au

GLENORA DISTRICT SCHOOL

Media Permissions Form 2016

The Purpose of This Form:

- At our school, the staff, students and families take photos and videos of students to record and celebrate their achievements, make/record assembly presentations, complete personal online journals and provide content for the newsletters and Facebook posts. The intention is for students to feel included in school life and to celebrate the diversity at our school with our community.

- Every year, parents/guardians fill in the Department of Education’s School Information Validation Form B for each individual child from their family attending the school. This document is used to collect medical details, contact details, family information and media permission information.

- The media permission information you provide in the School Information Validation Form B has four questions that relate to your child’s ‘digital image’ being used in photographs, videos, filmed interviews, printed material, social media, year books, websites, brochures and reports.

- The wording of those four questions have caused some confusion amongst our school community as to who is going to use the digital image and for what purpose. This form is to set out the different ways a photograph, film or sound recording of your child is used and who the audience could be.

- If you choose to withhold your permission for a particular use of your child’s digital image, the School will respect your decision but please note this may mean that your child is excluded from group photographs, will not see their photo displayed in classrooms, in the newsletter, on the internet with their classmates, or be able to participate in Skype sessions with other schools or upload content with their voice to a class Blog as part of their assessable classroom activities.

- If you are unsure whether or not to grant your permission for a particular purpose for the use of your child’s digital image, please contact the Principal to discuss your concerns.

- Please note: this form, once signed, is only valid for the one child named on the signing page and is not a general form if more than one child attends the school from a family.

The School Will Endeavour To Ensure That:

- A parent/carer’s decision to withhold permission for the use of their child’s digital images is respected and that any subsequent use by the School is unintentional.

- The use of digital images by the School is guided by our core values: Be Lifelong Learners, Be Responsible, Be Safe, and Be Respectful.

- The ownership of any photographs / images / videos of students remains with the School and will not be used for commercial purposes or shared with third parties.

- If a parent/guardian has given permission for the school to use their child’s digital image but at the time this is taken their child asks not to be photographed, filmed or recorded, the child’s request will be respected.
### Media Permissions Form 2016 cont’d

<table>
<thead>
<tr>
<th>Used by</th>
<th>Digital Image (Photo / Video / Sound Recording) Purpose</th>
<th>Approval Circle Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenora District School</td>
<td>Displayed on the school premises [e.g., classrooms, hallways, assemblies].</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>Published in newsletters [these will be uploaded to the School website]. Our main audience are parents/guardians.</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>Published in other print publications, e.g., Glenora Year Book – given to the school’s families.</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>Posted on Facebook to celebrate student achievement [only first names are used with photos]. The audience is around 370 people connected to the school: students, their families and the wider school community who are interested in our school’s activities.</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>Online (via the internet) through a Class Blog or Skype session, as part of a student’s classroom learning experience. [A Blog is a closed group that is only accessible to people invited to join the group, for e.g., a class from another school.]</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Department of Education</td>
<td>Interviewed, photographed, filmed or recorded by the Department for newspapers, radio and television stories about education and school activities. The school name is usually published. These items have a very wide audience.</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>Published in other print publications, e.g., Department brochures (like the brochures displayed in the school foyer) and reports. These are usually also made available on the Department’s website and are available through any search engine.</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>Used on Facebook to celebrate student achievement [The School name and only first names are used with photos]. The Department’s Facebook site is ‘liked’ by approximately 9,000 people and is widely viewed around the State.</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

Please sign the form, return this page to your child’s Home Group teacher, and retain the front page for your reference.

The Principal is happy to assist if you have any questions or suggestions about this form.

I am the parent/guardian of ___________________________________________________________ Grade ____________

Parent Name (please print): __________________________________________________________________________________________

Parent Signature: _____________________________________________________________________________________________________ Date: ____________