



PHOTOGRAPH AND IMAGE PERMISSIONS 2018

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| <i>Date note distributed:</i> | Tuesday 30 th January |
| <i>To:</i> | Parents/Guardians of Year P - 6 Students |
| <i>Date & Time of event:</i> | N/A |
| <i>Cost:</i> | N/A |
| <i>Response Required: YES/NO</i> | YES (return to classroom teacher) |
| <i>Return form due by:</i> | Friday 16 th February |
| <i>Staff member in charge & e-mail addresses:</i> | Nikki Virtuoso virtuoso.nicole.b@edumail.vic.gov.au |

The Department of Education and Training outlines policies and permissions schools must have in place to comply with relevant legislation and Department policy.

PHOTOGRAPHS AND IMAGES USED AT SCHOOL

At OSPS photographs and/or filming of students may be taken at any time during the school year and stored on the secure schools network. Usually they are linked to special projects, events, assemblies, excursions and educational tasks the children are participating in. The images/film may be used by the teachers and/or students in their classroom, in their school work, projects or placed on display at school.

OSPS annually hire *Elite Photography* to take professional photographs. Parents have the opportunity to order and purchase individual and class photos of their child.

CASES21 is the school's administrative software program and school policy allows your child's image taken by *Elite Photography* to be uploaded to cases. Only administration staff at OSPS access CASES21.

GRADE 6 ONLY

OSPS provides the opportunity to capture wonderful mementos of your child's primary school education and final year such as the Year 6 production and year book. Images will be taken of year 6 children on stage during dress rehearsals and will be made available for order and purchase by year 6 families only. A production collage will be featured on the OSPS website 'Production Page'. The grade 6 year book is another amazing memento and will be made available for order and purchase by year 6 families only.



OSPS PHOTOGRAPHIC PERMISSION FORM WEBSITE, NEWSLETTER, FACEBOOK, PUBLICITY

Please note: our website, newsletter and publicity photographs are usually group shots, but can be of individual student achievements. The newsletter and website only includes first names. OSPS official Facebook page will usually consist of group shots or photo collages, with many images put together to highlight a big event such as the Fete. Please indicate your permission to use images in the following areas, and return to your class teacher. Please note: if you select NO for permission, your child may be excluded from photos that are taken for the purpose of the newsletter, website, facebook page etc.

| Permission to use child's image in OSPS School Newsletter, Website, OSPS Official Facebook Page, Publicity | YES | NO |
|---|-------|----|
| Student's Name | Grade | |
| Parent / Guardian Signature | Date | |