



Dear Parents and Caregivers,

As technology is a more widely used form of communication with parents and the wider community, we must be aware also of the privacy factors of everyone and especially keep the best interest of the students in mind.

1. Please read this document carefully as it includes information about safety and security issues associated with privacy
2. Indicate your preference with regards to the sharing of your child's images and work to the wider community
3. Complete and sign the form
4. Return this form to the school (A copy will be returned to you for your records if you wish)

**You are welcome to contact the school to discuss this agreement if you wish.**

*We use student images, video and photography and student work to:*

- Retell and recount events
- Share learning and/or illustrate/ highlight learning outcomes
- Provide visual supports for student learning and support learning opportunities.
- Share 'best' practice with other schools and colleagues either online or at conferences/ presentations
- Promote/ market our school purposes

*We publish a child's work and images, video or photography, **within the school and our school community in:***

- Microsoft 365 including My Learning Journey for English Pathway students (only accessible via a login and password)
- Digital materials used in class to support or celebrate learning
- Year 6 Leaving Ceremony and Year 6 Leaving Certificate
- In class displays

In some instances, images and video will be used outside of the school community if students are not easily identifiable.

However, in the interest of safety and security, Freemans Bay School requires parent permission for the publishing of student's images, as photographs or videos, and/or student work **to places where the wider community has access to it**. This includes, but is not restricted to:

- Social Media – such as Twitter, FBS FaceBook page
- Freemans Bay School Website
- School Newsletter
- Sandy's Blog or class blogs/ Sways
- FBS YouTube Channel (Private settings used)
- Material published about the school by outside organisations – articles, television/ film, other reputable websites

Given the age of the students, we have decided that we will not publish to the wider community, student images, photography or video, or any work a student has produced without the written permission of each student's legal guardians.

In all instances, the school will take steps to safeguard the privacy of the students and to comply with the Privacy Act 1993. In all instances, when necessary, only a child's first name will be used.

If you have any questions, please do not hesitate to make an appointment to see the Principal, Sandy.

Kind regards

Bronwyn Edmunds  
ELearning Leader



**FREEMANS BAY SCHOOL**  
Engage, Empower, Enrich



Publishing of Images/ Videos and individual work Permission Form

As the parent or legal guardian: \_\_\_\_\_ (write your child's full name)

**Images: (photo or video of your child)**

I DO / DO NOT **(please circle)** permit Freemans Bay Primary School to publish images or video of my child, where the **wider community** would have access to it as outlined on the previous page, including using the images/ work for promotional purposes.

**Student Work: (including stories, artwork, projects, videos etc made by your child)**

I DO / DO NOT **(please circle)** permit Freemans Bay Primary School to publish any work that my child may create at school where the **wider community** would have access to it, as outlined on the previous page, including using the images/ work for promotional purposes.

I understand that my child's image and /or work can be used within the school and **school community**, such as:

- Microsoft 365 including My Learning Journey for English Pathway students (only accessible via a login and password)
- Digital materials used in class to support or celebrate learning
- Year 6 Leaving Ceremony and Year 6 Leaving Certificate
- In class displays

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Printed name of parent or legal guardian

Date: \_\_\_\_\_

Please make sure you have completed both permission statements or this form will be returned to you.