

## CONSENT TO PHOTOGRAPH AND FILM AT MELBOURNE GIRLS' COLLEGE

Melbourne Girls' College arranges many exciting activities for our students throughout the year. Our school is seeking your consent to photograph and film your child at school to promote the school's activities. The school may use the photographs and film in the following ways:

- for internal use, e.g. school displays, presentations, school photos, and pamphlets
- for external publication, e.g. school website, social media, newsletter, advertising
- for use in the Upstream Yearbook, this includes class photos and candid photos taken throughout the year

### Privacy Protection

Photographs and filming of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training, which values the privacy of every person and must comply with Victorian privacy law when collecting and managing all personal information.

### Ownership and Reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in ways described in this form without notifying, acknowledging or compensating you or your child.

### Your Authority and Consent

I have read this information and I consent to the school photographing and filming my child (the student named below) and I acknowledge that:

- The school may use images of my child in the ways described in this form, unless I revoke consent.
- I must notify the school principal if I wish to withdraw my consent, but I may not be able to withdraw my consent if the images have already been published and are in the public domain

PLEASE NOTE: The default position for this category is to provide consent.

If you DO NOT CONSENT to your child being photographed and filmed, please tick the box on the consent page.

**SCHOOL POLICIES:** The following documents which should be read by students and families and acknowledged as having been read and agreed to in preparation for the 2024 school year. These documents are the:

- Child Safety and Wellbeing Policy
- Digital Technologies Policy
- ICT Acceptable Use Agreement for Internet and Digital Technologies
- Student use of Mobile Devices Policy
- Student Wellbeing and Engagement Policy
- Uniform Policy

These documents are published on the school website under School Policies and can be accessed at:

<https://mgc.vic.edu.au/our-college/public-documents-policies/>

**ANNUAL PERMISSIONS:** The college will seek parental consent annually for the following:

#### Local Excursions

Local excursions, where no cost is incurred and no transport is required, are organized by staff to support student learning. Students will be supervised by MGC staff and are required to be in their correct school uniform.

#### Student Counselling & Assessment

Parental permission is needed for your child to be seen by a Melbourne Girls' College psychologist for counselling and/or psychological or intellectual assessment. To support the education of your child, information will be shared with relevant school staff where necessary. Parents have the right to withdraw permission at any stage by contacting the school.

#### Student & Parent/Guardian Standing Consent

MGC participates in educational research projects which necessitate student involvement. The projects undertaken have been approved in advance by relevant ethics committees.

These projects comprise overt observation in school classrooms, data generated by tasks that are part of the regular subject program, anonymous or coded questionnaires or surveys on subject matters not involving sensitive personal information or personal or family relationships.

Data will be treated confidentially and stored securely. Students will not be identified when reporting results from the research.

#### Consent to Attend House Sporting Events

The annual Swimming Carnival and Athletics Carnival are whole school events, which are compulsory for all MGC students. Further information on these events will be provided in 2024. During these events, students will be permitted to wear their house colours, themed clothing or their MGC PE Uniform.

## WHO CAN SIGN THIS FORM?

- A person who has parental responsibility for “major long term issues” as defined in the *Family Law Act 1975* (Cth)
- A person appointed as “guardian” pursuant to the *Children Youth and Families Act 2005* (Vic)

Where neither of the above people are available or cannot be contacted, consent may be obtained in the following ways:

- *Court Appointed Guardian*. If you or the Student have a person appointed as a “guardian” pursuant to the *Guardianship and Administration Act 1986* (Vic), the guardian should sign the consent form.
- *Informal Carer*. An Informal Carer is a relative or other responsible adult with whom the student lives, and who has day to day care of the student.

It is important to note the following:

- The informal carer should provide an Informal Relative Carer Statutory Declaration to confirm their status as an informal carer. A copy of this statutory declaration can be obtained from <http://www.ccp.vic.gov.au>
- If a person with parental responsibility for major long term issues and/or a person granted guardianship can subsequently be contacted, their consent should be sought.
- If a person with parental responsibility for major long term issues and/or a person granted guardianship subsequently refuses or withdraws consent, their decision prevails, and the consent and authority under this form will cease immediately.

### Mature Minor Students

If the Student is under 18 years of age but is considered a mature minor, they are able to sign their own consent form.

### Persons who are eighteen years of age or older

If the student is 18 years of age or older – they are able to sign their own consent form unless the student is subject to a court order.

The above methods of consent apply in situations where parents are divorced or separated, or when the Student is not living with a parent, or a parent cannot be located.

### What happens if a new partner of a parent or a de-facto wants to sign the form?

Only a person with parental responsibility, a legal guardian or informal carer can sign this form. A new partner or de-facto partner of a parent cannot sign this form.

### What will the School do with this form?

This Consent Form must be retained by the school to demonstrate consent was appropriately given.

This form will be stored in the student’s official records.

**Melbourne Girls' College Consent Form: Year 7 (2024)**

**PLEASE COMPLETE AND RETURN THIS FORM**

STUDENT NAME:	
NAME OF PARENT/CARER	
RELATIONSHIP TO STUDENT:	
PHONE NUMBER:	
EMAIL ADDRESS:	

Please initial each box below to indicate that you have read the enrolment information and agree to provide consent, where necessary. If consent is not given, please leave the box blank.

	PARENT/CARER	STUDENT
Child Safety and Wellbeing Policy		
Digital Technologies Policy		
ICT Acceptable Use Agreement		
Student Use of Mobile Devices Policy		
Student Wellbeing and Engagement Policy		
Uniform Policy		
Local Excursion Consent		
Student Counselling and Assessment Consent		
Student & Parent/Guardian Standing Consent		
Swimming Carnival and Athletics Carnival Consent		

PARENT/CARER SIGNATURE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTE:** The default position for permission relating to student photographs and filming is to provide consent. If you DO NOT CONSENT to your child being photographed and filmed, please sign below.

**I DO NOT CONSENT TO MY CHILD BEING PHOTOGRAPHED AND FILMED AT MGC FOR INTERNAL USE:**

**I DO NOT CONSENT TO MY CHILD BEING PHOTOGRAPHED AND FILMED AT MGC FOR EXTERNAL USE:**

**I DO NOT CONSENT TO MY CHILD BEING PHOTOGRAPHED AND FILMED AT MGC FOR THE UPSTREAM YEARBOOK:**