



## HEDLAND SENIOR HIGH SCHOOL PERMISSION TO USE STUDENT IMAGES AND WORK

THE DEPARTMENT OF EDUCATION AND TRAINING "INFORMATION PRIVACY AND SECURITY POLICY" AND PROCEDURES COVER THE USE OF PERSONAL INFORMATION, AND IN PARTICULAR THAT THE PERSONS PROVIDING CONFIDENTIAL INFORMATION HAVE THE RIGHT TO KNOW HOW IT WILL BE USED.

The Department of Education and Training "Information Privacy and Security Policy" and procedures cover the use of personal information, and in particular that the persons providing confidential information have the right to know how it will be used.

This policy also relates to the use of student/staff stills/video footage/digital images, and any other means of electronic communication. The policy requires that permission must be sought from parents when photographs or digital images of students are to be used outside the classroom environment.

Examples of this would include:

- Photographs taken for the local community paper to promote a school activity/event;
- Digital images taken electronically and placed on the school web site and/or included in a CD-ROM to promote the school;
- Video footage of students used to promote the school.

### PERMISSION TO USE STUDENT IMAGES AND WORK

I \_\_\_\_\_ DO  DO NOT  give permission to Hedland Senior High School to use images and works of my child \_\_\_\_\_

(please print name) in Year 7 8 9 10 11 12 solely for promotional purposes as stated in the above examples.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Hedland Senior High School is seeking your permission to use photographs or digital images of your child to promote school activities and/or events in all forms of media.

Some examples are:

- School Ball photos in the local community paper;
- Art and Photography work at exhibitions;
- Country Week team photos in newspapers and/or on the school web page.
- Student images in the Hedland Senior High School Prospectus;
- Photos of individuals in the school newsletter "Link Up";
- And any other public displays of images and/or work or reference to thereof.

Please complete the tear off slip below and return it to school as soon possible with your child.

## HEDLAND SENIOR HIGH SCHOOL MOBILE PHONE/ELECTRONIC DEVICE POLICY

TO ENSURE THE SAFETY OF ALL STAFF AND STUDENTS, MOBILE PHONES/ELECTRONIC DEVICES INCLUDING EAR PIECES ARE NOT TO BE PRESENT DURING SCHOOL HOURS (7:30 AM TO 2:30PM).

- Mobile phones/electronic devices including ear pieces are easily lost and damaged, looking after them is also another unnecessary distraction for students at school.
- Mobile phones/electronic devices and ear pieces that are confiscated are to be collected from Administration (Hamilton Road) the following day by parents/guardians.
- Emergency contact for students can always be made through Administration on 9172 8000.
- Students who feel unwell are required to contact home via Administration. Students are NOT to use their mobile phone for this purpose.
- The school will not take responsibility for phones/electronic devices or ear pieces that are stolen or damaged while at school.
- Taking still or moving images with camera on school grounds is prohibited without the Principal's permission.

I \_\_\_\_\_ have read and understand the above statement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_