

BLACK HILL PRIMARY SCHOOL



PRIVACY & STUDENT SAFETY POLICY

PURPOSE:

- To ensure individuals' rights are protected in that 'personal information is collected and used, according to DE&T guidelines and procedures.
- To provide a balance between the free flow of information and the individual's right to privacy.

GUIDELINES

- Health and enrolment records will be kept confidential and used for DE&T purposes only. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without parent consent or as required by law.
- Students' images (including the internet, films and video recordings) are used to record student participation during school activities and events only.
- School images are used to celebrate student effort and achievements.
- Images may be used to promote the school and events held by the school.
- Students work may be used to promote school programs and teaching and learning concepts.
- DE&T internet and email guidelines are followed strictly.
- Student's last names or other information which might make students individually identifiable must not be published without permission.
- Personal details eg: home phone numbers, addresses or emails, must not be used or published without permission. Only use the email and phone numbers of the school or class (eg. 3P, 5/6F).
- Always send children out of class in pairs.
- Remind children of stranger danger –talking to people over the fence.
- The yard duty teacher should be the last person to return back from playing areas to ensure all children have returned to class.
- Collect items of clothing that are left behind from yard duty.
- Where possible, group photographs rather than individual images of students are published.
- Children's photographs/drawings with names on them must not be displayed on outside windows of doors, or windows for safety reasons.
- Internet access/emailing is available to students only under teacher supervision for school based projects.
- If anyone from the media should approach you, the response is NO COMMENT, SEE REGIONAL OFFICE.

IMPLEMENTATION

- Teachers and DE&T staff have access to relevant private information on students. Confidentiality restricts access to personal information, and ensures that information is accurate, secure and available when required. The Privacy Act restricts access to personal information to authorised persons, entities and processes at authorised times and in an authorised manner.
- Information is only disclosed to another school or service provider with the parent's consent, or as required by law.
- Parents and students will be notified of the current practices when using student images via the school newsletter each year.
- Parents sign a consent form at the beginning of the year or with the enrolment form for general use of images and internet use. A separate consent form will be required when using student created work to obtain release from copyright obligations.