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## USE OF STUDENT PHOTOS AND VIDEO IMAGES

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Holy Saviour School believes it is important to use the advancements in today's technological climate to provide the wider community with information about the school and its functions. In doing so, people from around the world can learn about the school, its culture and community.

The purpose of usage is generally for praising or promoting the efforts of the students or directly marketing the school.

Signed permission from parents/ carers is obtained by the school on enrolment of each child. Children without signed permission will not be featured in any school publications. Parents/ carers should notify the Principal immediately if any circumstance arises that would prevent the school from using their child's photo or video images as outlined above.

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## SAFEGUARD MEASURES

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Holy Saviour School recognises that there can be potential risks when placing images, names, works or any other identifying information about students on the school web page or in publications. The privacy and safety of the students is considered at all times and hence the following guidelines will assist in minimising any possible risks:

- A student's surname will not be published alongside a photograph
- Class pictures will include three or more children
- Work will be identified by First Name and Initial of Surname and/or class
- Published material will be based on class or school work including extra- curricular activities