



Glenfield College

Next review: Term 1 2027

Recording Photos, Video, and Sound

At Glenfield College, we record and share photos, video, and sound in a safe and respectful way to ensure we do not breach the Privacy Act 2020, the Copyright Act 1994, the Harmful Digital Communications Act 2015, the Crimes Act 1961, and our codes of conduct and bullying policies. These conditions apply to recording and sharing photos, video, and sound on school grounds, at school-related events or activities, and online.

Key requirements

No one may:

- take photos/video that amount to an intimate visual recording under the Crimes Act 1961 (s 216G)
- record photos/video/audio in circumstances where any individual could reasonably expect privacy
- use or share photos/video/audio in ways that breach any of our codes of conduct and/or bullying and harassment policies.

We recognise that anyone can take photos/videos/audio recordings at school events that are in public areas (e.g. sporting events on public fields). This does not include performances of musical concerts, shows, and plays due to copyright, and events where we have notified people attending that they may not take photos/videos/audio recordings. See [Copyright](#).

School processes

Using a hidden device to record photos, video, or sound is not allowed at school or school-related activities or events. If a school meeting or phone call is recorded, all participants are informed in advance and told how the recording will be used.

Our staff inform students before taking photos or making a recording of them, or discuss this with parents/caregivers if needed. Students can choose not to be included in photos or recordings, or parents/caregivers can supply this preference. Also see [Distance Learning](#).

Before sharing recorded material, the school seeks permission from parents/caregivers, students, and staff members who appear in the images or recordings. We also expect our school community to consider privacy before sharing recordings that contain other people's personal information. See [Public Sharing of Personal Information](#).

We expect everyone to use personal digital devices responsibly. Students wanting to record photos, video, or sound in class to support their learning need permission from the class teacher and must ensure they consider the privacy of others. Recordings may only be used for personal study, must not be duplicated or shared, and must be deleted when no longer needed. See [Cellphones and Other Personal Digital Devices](#) and [Surrender and Retention of Digital Devices](#).

Related policies



- [Privacy](#)
- [Public Sharing of Personal Information](#)
- [Staff Conduct](#)
- [Staff Social Media](#)
- [Distance Learning](#)
- [School Community Conduct Expectations](#)
- [School Social Media](#)

- **Bullying and Harassment**
 - **Behaviour Management**
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Legislation

- Privacy Act 2020
 - Harmful Digital Communications Act 2015
 - Copyright Act 1994
 - Crimes Act 1961
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Resources

- Privacy Commissioner | Te Mana Mātāpono Matatapu: **Recording people in public places** 
- Post Primary Teachers' Association (PPTA) / Te Wehengarua: **ICT Advisory Committee**  (see "Photographing/filming students in the classroom and at school")

Release History: Term 1 2024, Term 3 2022

Last review	Term 1 2024
Topic type	Core
