



CONSENT FORM

ALL FORMS OF MEDIA AND COMMUNICATIONS

What is this consent form for?

Schools collect photographic and multimedia images of students for a wide range of reasons – to show parents/legal guardians activities undertaken by students and to promote the school. These images may be used in school websites, newsletters, brochures, promotional materials and sometimes in the mass media or other publications.

Photographs and multimedia images may also be taken of students for record and archival purposes, such as annual class and individual photographs and similar multimedia productions. On occasion, the media may visit the school and may take photographs, video, or audio of school activities or newsworthy events.

This consent form gives permission for the student to take part in such activities and for the student's school and Brisbane Catholic Education to publish the photographs, video or audio recordings in school or Brisbane Catholic Education or associated publications, productions, presentations or media. This includes digital media such as the school or Brisbane Catholic Education websites. Consent also authorises the use of the student's image and details (if appropriate) in mass media, under the school's supervision, and authorises supervised media access to the student in circumstances deemed appropriate by, and managed by, the school.

If parents/legal guardians do not give consent, this means that the student's image and other details will not appear in any school publications and productions, associated materials, or in the media. If consent is withheld, the school requests that parents and guardians inform the student of this.

If parents/legal guardians wish to give consent for the use of the student's image in certain, but not all, circumstances, details must be provided in writing to the school Principal by the parents/legal guardians.

While the school and Brisbane Catholic Education will make all reasonable efforts to ensure that only appropriately authorised persons complete the consent form and sign the authorisation in section 4, Brisbane Catholic Education will not be responsible for circumstances in which it is misled as to the identity and authority of that person.

Who should sign the consent form?

The student's parents/legal guardians should sign the form, along with the student themselves (if age appropriate). This ensures that the student is aware consent has been given, or withheld.

What happens to the consent form once it is filled out and signed?

The consent form will be placed on the student's file or record and retained by Brisbane Catholic Education. If requested, a photocopy of the form will be made available to the student and/or the student's parents/legal guardians.

Should you require any further information, please contact the school's Principal or Brisbane Catholic Education's Communications and Marketing office:

John Phelan
Manager Communications and Marketing
Brisbane Catholic Education
Phone 07 33033 7489

e-mail jphelan@bne.catholic.edu.au

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1. Student details (compulsory)

Student's Legal Name: _____

Date of Birth: _____

2. Photographic/video/audio/communication consent and release

I authorise the school and Brisbane Catholic Education to take and use any photographs, video or sound recordings of the student/me and any other reproductions or adaptations of the student's/my likeness ('the material'), either in full or part, in conjunction with any wording or drawings, in any school, Brisbane Catholic Education or associated publication, production and presentation.

I acknowledge that I have/the student has no rights in the material nor in any school, Brisbane Catholic Education or associated publication, production and presentation which includes the material.

3. Media access

I authorise the school and Brisbane Catholic Education, in consultation with me/my parent or care provider, to grant media access via a media representative to my child/me and I acknowledge that:

- The school and Brisbane Catholic Education have the right to refuse media access where it would, in the opinion of the Principal, interfere with the student's well-being, or interfere with the operation of the school;
- Access to Brisbane Catholic Education staff and use of Brisbane Catholic Education facilities will be entirely at the discretion of Brisbane Catholic Education; and
- Media access will be managed, where possible, by representatives of the school or Brisbane Catholic Education.

4. Authorisation

I authorise the school and Brisbane Catholic Education to take the actions indicated above.

Signature of student's parents/guardians: _____

Legal Name/s of student's parents/legal guardians: _____

Address: _____

Telephone: (Home) _____ (Work) _____ (Mobile) _____

Email: _____ Date: _____

Signature of student: *(where appropriate)* _____

Legal name of student: _____