



PUBLICATION of STUDENT IMAGES and WORK

WHY IS IT IMPORTANT THAT YOU AUTHORISE THE SCHOOL TO PUBLISH STUDENT IMAGES AND WORK?

The school uses a range of learning technologies to enhance student learning. From time to time, we publish material for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This could be in the school newsletter, local paper, educational publications, school website and may include examples of students' schoolwork and images of students and groups of students in activities at the school.

Images of students may include scanned, digital, or video images of them taking part in school or class activities.

There are three main reasons the school publishes student material:

- to educate the student in accordance with the national curriculum, including on the role and use of technology in society;
- to encourage the student to be part of and participate in the school community;
- to promote the school in the wider community.

Schools need to seek authorisation from parents/caregivers to do the following:

- publish the student's personal image or work as required by the Privacy Act, and
- publish any copyright work of the student.

We have very strict guidelines for the publication of student work and images and they are outlined below.

A register of students who do not have permission to be photographed or their images published, to be kept in the office.

Please read these guidelines carefully and then it would be greatly appreciated if you could sign the attached authorisation form and return it to school as soon as possible.

GUIDELINES:

1. Copyright

The school will not publish a student's image or work without written authorisation from the student's legal guardians. The school will remove all material relating to a student from its website if requested by a legal guardian of the student and, if requested, once the student leaves the school permanently.

2. On line publishing

The school will publish the material on its own website and New Zealand based websites endorsed by the Ministry of Education, such as the Ministry of Education's website The Online Learning Centre – Te Kete Ipurangi (www.tki.org.nz). The school may also

recommend that student work, or the whole school website, be available through Te Kete Ipurangi.

Students may publish their own work online in accordance with the school's Digital Citizenship Policy.

3. Privacy

The school acknowledges that it cannot control who accesses the websites on which students' images or material is published or the copying, by visitors to these websites, of images of the students and their work. Home addresses and telephone numbers will not be available on the website.

4. School management

The school will not publish material that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All the student material published will be subject to an editing process, which will include the correction of spelling and grammatical errors.

5. Enquiries

The school has a designated privacy officer (the Principal) who is available to answer any enquiries from parents or students about the operation of the school's policy for the publication of student images and work.

6. Disputes

The school has a procedure to resolve complaints or other disputes. This procedure is contained in Procedures for Complaints.

Reviewed June 2014