

# ONLINE PUBLICATION OF STUDENT & STAFF IMAGES AND WORK

Reviewed 22.05.09 (Donal, Alan, Hine, Shirley); Reviewed May 2014 (Tracy/Donal)

## ACTION

To protect the intellectual property, safety and privacy of our staff and students.

## GUIDELINES

1. The school will publish student material online only for the following four purposes:
  - a. To educate the student in accordance with the national curriculum, including the role and use of technology in society;
  - b. To encourage the student to be part of and participate in the community;
  - c. To share the results of learning within the school community;
  - d. To promote the school in the wider community.
2. The school will obtain written permission from the student and his/her parent or guardian to publish any work or photograph on the school's Internet site. This is done upon enrolment and acknowledged on the Cyber Smart enrolment form.
3. The school will immediately remove all material relating to a student from its website if requested by a parent or guardian of the student.
4. The school will publish staff (if permission is given) and student photographs or work only on its own website, [www.fruitvale.school.nz](http://www.fruitvale.school.nz) and its offshoots.
5. The school will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties (for example, the work must not contain substantial portions of another person's copyright material without permission).
6. All the student material published online will be subject to an appropriate editing process, which will include the correction of spelling and grammatical errors. If the material is to be published on another website, such as The Online Learning Centre – Te Kete Ipurangi, then it must meet the publishing standards of that website.
7. Parents and students should be aware that the school cannot control who has access to the information published on its Internet website or the other websites mentioned. In recognition of this, the school takes steps to safeguard the privacy of the students and comply with the Privacy Act 1993.
8. Copyright of all student work remains at all times the property of the student.
9. Should any third party seek to use any student's work written permission of the student and their parent or guardian will be sought.
10. The Principal will act as the designated Privacy Officer who is available to answer any enquiries from parents, caregivers, students or staff about the operation of the school's policy for the online publication of student images and work.