

Online Publication of Student Images and Work

Guidelines and procedures

The school accesses a range of learning technologies to enhance student learning. We regularly add student work to student portfolios and from time to time, we publish material on the school's internet website (www.westpark.school.nz). This may include examples of students' schoolwork and scanned, digital or video images of students and groups of students participating in activities at the school.

At West Park School we:

- 1 Publish student material only on individual student portfolios, the school website (www.westpark.school.nz) 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).
- 2 Publish student material online for the following three main purposes:
 - to educate the student in accordance with the national curriculum, including 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.
- 3 Acknowledge that we 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.
- 4 Identify students on the school website only by their first name and year at school. Students' surnames, home addresses and telephone numbers will not be available.
- 5 Will not publish a student's image or work without written authorisation from the student's legal guardians. The school will immediately remove all material relating to a student from its website if requested by a legal guardian of the student and, in any event, once the student leaves the school permanently.
- 6 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. All the student material published online will be subject to an editing process, which may include the correction of spelling and grammatical errors.
- 7 Have a designated privacy officer who is available to answer any enquiries from parents or students about the operation of the school's policy for the online publication of student images and work.

DISPUTES

The school has a procedure to resolve complaints or other disputes. This procedure is contained in Policy 6, Complaints Procedures.

REFERENCES

- 1 Guidelines for Schools for the Online Publication of Student Images and Schoolwork, Ministry of Education, Published by Learning Media Ltd 2000
- 2 Policy 83: Internet and Cyber Safety.
- 3 www.netsafe.org.nz

Reviewed: APRIL 2021



PARENT PERMISSION FOR THE ONLINE PUBLICATION OF A PRIMARY STUDENT'S IMAGE AND WORK

I _____ have read and understood West Park School's policy on the internet publication of student images and student work and the guidelines contained in the policy.

As the parent or legal guardian of _____, I authorise West Park School to publish images of the student on the internet, as well as any work that he or she may create at school, in strict compliance with the school's policy for the online publication of student images and student work and the associated guidelines. I agree that this consent shall continue until I withdraw my consent by notice to the school or until the student ceases to be enrolled in the school, whichever happens first.

I confirm that I have the necessary authority to give this permission.

Signature of Parent or Legal Guardian

Date