

## **MAHANA SCHOOL PROCEDURE**

### **ONLINE PUBLICATION of STUDENT IMAGES and WORK**

#### ***Purposes of online publishing***

The school uses a range of online learning technologies to enhance student learning. Student work is published to share learning within the school and wider community, to promote the school, and to provide a valid publishing venue for student's creative work. This 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.

#### ***Privacy and online publishing***

Parents and students should be aware that the school cannot control who has access to the information published on the internet. In recognition of this, the school takes steps to safeguard the privacy of the students and to comply with the Privacy Act 1993.

The school may identify students on the websites only by their first name and year at school. Students' surnames, home addresses, and telephone numbers will not be available on the websites.

#### ***Copyright and online publishing***

Original material created by students attracts protection under the Copyright Act 1994. The students own the copyright in their own artistic and literary works.

Given the age of the students, the school has decided that it will not publish online any image of a student or work they have produced without the written permission of each student's legal guardians. This is included as part of the parents permission form.

#### ***School management of online publishing***

The school will set the educational purpose for publishing students' work online. A student's image and schoolwork may be chosen for online publication if it meets this purpose and if the school holds the consent of the parent to publish the student's material online. The material chosen must also meet the standards required for the website on which it is to be published.

For example, if the student's schoolwork is to be published on the school website, it must not: 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).

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.

#### ***Permission sought by the school***

The permission the school seeks is:

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

### ***Enquiries***

The school welcomes any enquiry from parents or students about the operation of this policy and has a designated privacy officer to discuss enquiries about students' privacy.

The school's privacy officer is the principal.

### ***Disputes***

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

Adopted: 02/11/06

Reviewed: 15/08/12