

## Publication of Student's Images and Work

### Rationale

The school uses a range of learning technologies to enhance student learning. These include email and the internet. From time to time, we publish material in print or on the school's websites ([www.shgcham.school.nz](http://www.shgcham.school.nz) and <https://shgcham.recollect.co.nz>) or social media pages. 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 printed, scanned, digital or video images of them taking part in school or class activities.

There are four main reasons the school publishes student material in print or online:

- 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;
- to retain alumni information by inclusion on our archival website (HERstory)

### Guidelines

The school will publish the material only on its own websites 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](http://www.tki.org.nz)). The school may also recommend that student work, or the whole school website, be available through Te Kete Ipurangi.

### Privacy and online publishing

Parents and students should be aware that the school cannot control who has access to the information published in print or on its website or the other websites mentioned. 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 will identify students in print or on the websites by their name and year at school only. Students' home addresses, and telephone numbers will not be available in print or on the websites.

## Copyright and online publishing

The school may want to publish original material that students create at school, including artwork, such as drawings and paintings, as well as stories, poems and other literary work. Original material created by students attracts protection under the Copyright Act 1994. The students own the copyright in their own artistic and literary works.

- The school will not publish a student's image or work without written authorisation from the student and the student's parents/legal guardians.

## School management of print and online publishing

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

The school will not publish material in print or 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 will include the correction of spelling and grammatical errors.

## Permission sought by the school

The permission the school seeks from both the Student and Parents and/or Legal Guardians is:

- authorisation to publish the student's personal images or work in print or online, as required by the Privacy Act, and
- a licence to publish any copyright work of the student in print or online.
- to retain student's personal images and/or work on our alumni website (HERstory).

## Enquiries

The school has 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 print or online publication of student images and work.

The school's Privacy Officer is: Cushla Jackson, Deputy Principal.

## Disputes

The school has a procedure to resolve complaints or other disputes. This procedure is contained in the Appreciation and Complaints procedure (available on the School website).

**Consent to the above Policy will be requested from both the Student and Parents or Legal Guardians at the Transition Meeting.**