

## **TRENTHAM SCHOOL STATEMENT OF INTENT**

### **PUBLICATION OF STUDENT IMAGES AND WORK**

*Reviewed by Management – November 2017*

*Reviewed by BOT – November 2017*

*Ratified by BOT - November 2017*

*Next review date – October 2020*

#### **PURPOSES**

1. To publish students' work and images of students taking part in school activities in order to:
  - educate students in accordance with the New Zealand curriculum, including the role and use of technology in our society
  - to provide a facility for parent/teacher/student interaction, working collaboratively to share and celebrate learning through the school website and class/hub blogs
  - encourage students to be part of and participate in the school community
  - promote the school in the wider community
2. To safeguard the privacy of students.
3. To comply with the Copyright Act of 1994 by only publishing artwork, stories and other literary work created by students with the permission of their parent or legal guardian.

#### **GUIDELINES**

1. The school will publish material only in its own publications, local newspapers, its own website, Facebook Page, class/hub blogs and New Zealand based websites endorsed by the Ministry of Education and sites closely related to education in New Zealand.

The school acknowledges that it cannot completely control who accesses the websites on which students' images or material is published or the copying, by visitors to these sites, of images of the students and their work.

2. Students whose images or work is published online will only be identified by their first name, year at school and/or classroom number. Surnames, home addresses and phone numbers will not be available.
3. Parents will be regularly advised of their right to request that a child's image does not appear on the website.
4. Upon enrolment at the school parents/caregivers will be asked to sign an authorisation which will remain current throughout the student's attendance at the school.

A student's image or original work will not be published without written authorisation from a parent or legal guardian. Quotes from children regarding events at school are not considered to be original work that is subject to copyright.

5. All material published is subject to an editing process which may include the correction of spelling and grammatical errors.
6. All material relating to a student will be removed on request by a parent or legal guardian, or within one year of a student leaving the school permanently.
7. No material will be published that is defamatory; contrary to human rights legislation, obscene, or infringes the copyright of third parties.
8. All enquiries or disputes should follow the Complaints & Discipline SOI.