

**RIVERVIEW SCHOOL
HEALTH AND SAFETY
ONLINE PUBLICATION OF ĀKONGA/LEARNERS IMAGES AND WORK**

Purposes of online publishing

The school uses a range of learning technologies to enhance ākonga/learners' learning. These include electronic mail (email), social media, websites, blogs, and weeblys. From time to time, we publish for educational purposes, to share the results of learning with the school and wider community, and to promote the school within the wider community. This may include examples of ākonga/learners' schoolwork, and images of ākonga/learners and groups of ākonga/learners in activities at the school. Images of ākonga/learners may include scanned, digital, or video images of them taking part in school or class activities.

There are four main reasons the school publishes ākonga/learner material online:

- to educate the ākonga/learner in accordance with the national curriculum, including on the role and use of technology in society;
- to encourage the ākonga/learner to be part of, and participate in, the school community;
- to celebrate 'quality' work by the ākonga/learners
- to promote the school in the wider community.

Guideline 1

The school will publish the material only on its own website and teachers' websites/weeblys/blogs and on New Zealand-based websites endorsed by the Ministry of Education. In order to upload video images to websites/weeblys/blogs, online social media (such as You Tube) may be used. Teachers must choose the 'unlisted' and 'private' options.

Guideline 2

Privacy and online publishing

Parents and ākonga/learners should be aware that the school cannot control who has access to the information published 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.

Guideline 3

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

Guideline 4

The school will identify ākonga/learners on the websites only by their first name and year at school, except where parents/caregivers have specifically requested otherwise. Ākonga/Learners' home addresses and telephone numbers will not be available on the websites.

Copyright and online publishing

The school also wants to publish original material that ākonga/learners create at school, including photos, artwork (such as drawings and paintings), as well as stories, poems, and other literary work. Original material created by ākonga/learners attracts protection under the Copyright Act 1994. The ākonga/learners own the copyright in their own artistic and literary works. Given the age of the ākonga/learners, the school has decided that it will not publish online any image of a ākonga/learner, or work s/he has produced, without the written permission of each ākonga/learner's legal guardians. This authorisation will be sought at the time of the ākonga/learners enrolment.

Guideline 5

The school will not publish an ākonga/learner's image or work without written authorisation from the ākonga/learner's legal guardians. The school will immediately remove all material relating to a ākonga/learner from its website if requested by a legal guardian of the ākonga/learner and, in any event, once the ākonga/learner leaves the school permanently.

School Management of Online Publishing

A ākonga/learner's image and schoolwork may be chosen for online publication if the school holds the consent of the parent to publish the ākonga/learner's material online. The material chosen must also meet the standards required for the website. 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.

Guideline 6

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. All the ākonga/learner material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors, unless the piece has been annotated by the teacher to explain why the item has not been edited, or a draft copy accompanied by an edited copy.

Permission sought by the school

The permission the school seeks is:

- authorisation to publish the ākonga/learner's personal image or work online as required by the Privacy Act, and
- a licence to publish any copyright work of the student online.

Enquiries

The school welcomes any enquiry from parents or ākonga/learners about the operation of this procedure and has a designated privacy officer to discuss enquiries about students' privacy. The school's privacy officer is the Principal.

Guideline 7

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 procedure for the online publication of student images and work.

Disputes

The school has a procedure to resolve complaints or other disputes.