



Publication of Student Images and Work

Gospel Value: To portray the image of St Francis by creating a safe physical and emotional environment for students and staff.

Introduction

The Board of Trustees of St Francis School is required to comply with the Privacy Act 1993 and the Copyright Act 1994 in all aspects for employees and students in its role, as the body with the overall responsibility for the running of the school.

Purpose

The school uses a range of learning technologies to enhance student learning. These include electronic mail and the Internet. From time to time we publish material for educational purposes.

1. To educate the student in accordance with the national curriculum, including the role and use of technology in our society.
2. To encourage the student to be part of and participate in the school community.
3. To promote the school in the wider community.

This may include samples of student's work and images of students and groups of students in activities connected with the school.

Guidelines

1. The school will publish material only in its own publication, New Zealand based websites endorsed by the Ministry of Education and sites closely related to education in New Zealand.
2. The school acknowledges that it cannot control who accesses the websites on which material is published.
3. The school will identify students only by their first name and year at school. Student surnames, home addresses and telephone numbers will not be available on websites.
4. The school will not publish a student's image or work without written authorisation from the students legal guardians. The school will immediately remove all material relating to a student if requested by a legal guardian of the student and within one year of a student leaving the school permanently.
5. Upon enrolment at the school parents/caregivers will be asked to sign an authorisation which will remain current throughout the students attendance at the school.
6. The school will not publish material that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties.
7. All material published will be subject to an editing process, which will include the correction of spelling and grammatical errors.
8. The Principal will act as the privacy officer and will deal with all matters relating to the operation of the school's policy relating to the publication of student's images or work.
9. Any disputes or complaints will be dealt with according to the school's Complaints policy.

Conclusion:

Every endeavour will be made to safeguard students and their families privacy.

Policy written: _____

Review Date: _____

Chairperson: _____

Principal: _____

**Authorisation
For the
Publication of Student's Image and Work**

I _____ have read and understand St Francis School's policy on the publication of student images and work.

I agree to any work that my child creates or participates in, or any images of them, may be published in strict accordance to the guidelines contained in the policy.

I agree that this consent shall continue until I withdraw my consent by notice to the school or until one year after the student ceases to be enrolled in the school, whichever happens first.
I confirm I have the necessary authority to give this permission.

Signature of parent or legal guardian _____

Date _____