

# Takapuna Normal Intermediate School



## **GUIDELINES for the ONLINE PUBLICATION of STUDENT IMAGES and WORK**

### **RATIONALE**

The school uses a range of learning technologies to enhance student learning. These include electronic mail (email), the KnowledgeNET and the Internet. From time to time, we publish on the school's Internet website [www.tnis.school.nz](http://www.tnis.school.nz) material for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork, 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.

### **PURPOSE**

**There are three main reasons the school publishes student material online:**

1. To educate the student in accordance with the national curriculum, including the role and use of technology in 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.

### **GUIDELINES**

1. The school will publish the material only on its own website [www.tnis.school.nz](http://www.tnis.school.nz) and New Zealand based websites endorsed by the Ministry of Education.
2. The school acknowledges that it cannot control who accesses the website on which students' images or material is published or the copying, by visitors to these websites, of images of the students and their work.
3. The school will 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.
4. 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 student material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors.
5. 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 online publication of student images and work.

### **ENQUIRES**

The school welcomes any enquiry from parents or students about the operation of this policy. The school's privacy officer is: Cathy Smith

## Parent permission for the online publication of a primary student's image and work

I .....(name of parent/legal guardian) have read and understand Takapuna Normal Intermediate School's policy on the Internet publication of student images and student work, and the guidelines contained in the policy.

As the parent or legal guardian of ..... (full name of student), I authorise Takapuna Normal Intermediate School to publish images of the student on the Internet, as well as any work that he or she may create at school, in strict compliance with the school's policy on the online publication of student images and student work and the associated guidelines. I agree that this consent shall continue until I withdraw my consent by notice to the school or until the student ceases to be enrolled in the school, whichever happens first.

I confirm that I have the necessary authority to give this permission.

.....  
Signature of parent or legal guardian

Date: .....

I **DO NOT** give consent for the above.

.....  
Students name

.....  
Signature of parent or legal guardian

Date: .....