

Kelston Deaf Education Centre

POLICY for the ONLINE PUBLICATION of STUDENT IMAGES and WORK

Purposes of online publishing

Kelston Deaf Education Centre (KDEC) uses a range of learning technologies to enhance student learning. These include electronic mail (email) and the Internet. From time to time, we publish on the KDEC Internet website (www.kdec.school.nz) material for educational purposes, to share the results of learning within the KDEC community, and to promote KDEC within the wider community. This may include examples of students' schoolwork and images of students and groups of students in activities at KDEC. Images of students may include scanned, digital, or video images of them taking part in school or class activities.

There are three main reasons Kelston Deaf Education Centre publishes student material online:

- to educate the student in accordance with the national curriculum, including on the role and use of technology in society;
- to encourage the student to be part of and participate in the KDEC community;
- to promote KDEC in the wider community.

GUIDELINE 1 Kelston Deaf Education Centre will publish the material only on its own website (www.kdec.school.nz) 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). KDEC may also recommend that student work, or the whole school website, be available through Te Kete Ipurangi.

GUIDELINE 2 Kelston Deaf Education Centre publishes student material online for the following three main purposes:

- *to educate the student in accordance with the national curriculum, including on the role and use of technology in society;*
- *to encourage the student to be part of and participate in the KDEC community;*
- *to promote KDEC in the wider community.*

Privacy and online publishing

Parents and students should be aware that Kelston Deaf Education Centre cannot control who has access to the information published on its Internet website or the other websites mentioned. In recognition of this, KDEC takes steps to safeguard the privacy of the students and to comply with the Privacy Act 1993.

GUIDELINE 3 Kelston Deaf Education Centre acknowledges that it cannot control who accesses the websites on which students' images or material is published or the copying, by visitors to these websites, of images of the students and their work.

GUIDELINE 4 Kelston Deaf Education Centre will identify students on the websites only by their first name and year level. Students' surnames, home addresses, and telephone numbers will not be available on the websites.

Copyright and online publishing

Kelston Deaf Education Centre also wants 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. KDEC will not publish the works on the Internet without authorisation in the form of a copyright licence from the students.

For students under 18 years of age, KDEC has decided that it will not publish online any image of a student or work they have produced without the written permission of the student's legal guardian.

GUIDELINE 5 Kelston Deaf Education Centre will not publish a student's image or work without written authorisation from the student's legal guardians. KDEC will immediately remove all material relating to a student from its website if requested by a legal guardian of the student and, in any event, once the student leaves KDEC permanently.

School management of online publishing

Kelston Deaf Education Centre will set the educational purpose for publishing students' work online. A student's image and schoolwork may be chosen for online publication if it meets this purpose and if KDEC holds the consent of the parent/caregiver to publish the student's material online. The material chosen must also meet the standards required for the website on which it is to be published.

For example, if the student's schoolwork is to be published on the KDEC website, it must not: defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties (for example, the work must not contain substantial portions of another person's copyright material without permission).

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 Kelston Deaf Education Centre 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.

Permission sought by the school

The permission Kelston Deaf Education Centre seeks is:

- authorisation to publish the student'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

Kelston Deaf Education Centre welcomes any enquiry from parents/caregivers or students about the operation of this policy and has a designated privacy officer to discuss enquiries about students' privacy.

The school's privacy officer is:

Sam Dickenson
Phone (09) 827-4859
samd@kdec.school.nz

GUIDELINE 7 Kelston Deaf Education Centre has a designated privacy officer who is available to answer any enquiries from parents or students about the operation of KDEC's policy for the online publication of student images and work.

Disputes

Kelston Deaf Education Centre has a procedure to resolve complaints or other disputes. Should you have a comment or complaint to make regarding the KDEC website please contact the CEO of Kelston Deaf Education Centre:

David Foster
davidf@kdec.school.nz