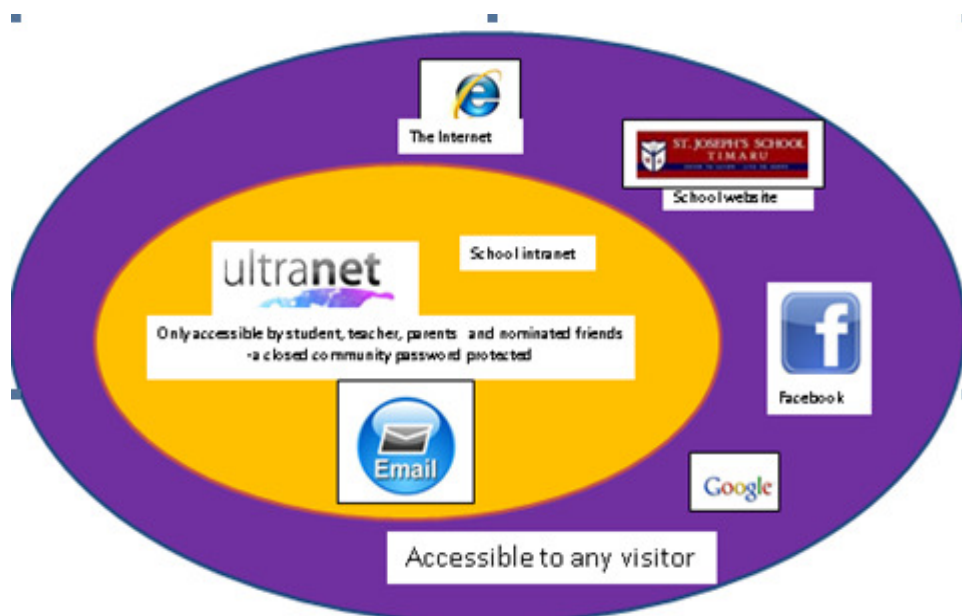


# ST JOSEPH'S SCHOOL TIMARU MEDIA PUBLICATION OF STUDENT'S IMAGES AND WORK PROCEDURE



This procedure is developed to ensure the issues of student's safety and copyright are addressed with regards to the publication of either their images or work.



Explanation of access to St Joseph's School Website and Learning Management System (Ultranet)

## GUIDELINES

St Joseph's School will publish the material only on its own website [www.stjoetim.school.nz](http://www.stjoetim.school.nz) which incorporates the Ultranet, a closed community with controlled access, New Zealand based websites endorsed by the Ministry of Education, such as the Ministry of Education's website Te Kete Ipurangi – the Online Learning Centre ([www.tiki.org.nz](http://www.tiki.org.nz)), in our school newsletter and recognised newspapers. The school may also recommend that student work, or the whole school website, be available through Te Kete Ipurangi.

St Joseph's School publishes student material online or in publications such as local newspapers, for the following four main purposes:

- To educate the student in accordance with the national curriculum, including the role and use of technology in society;
  - To encourage the student to be part of, and participate in, the school community;
  - To facilitate collaborative learning and sharing of learning within the wider school community through the use of the learning management system (Ultraset).
  - To promote the school in the wider community.
1. St Joseph's School ensures the safe use of student's images or materials within the 'closed community' with controlled access (learning management system – Ultraset).
  2. St Joseph's School acknowledges that it cannot control who accesses or copies students' images or material, which are posted on websites or published in newspapers.
  3. St Joseph's School will identify student images on the website only by their first name, year at school and room. Student's home addresses, and telephone numbers will not be available on the website.
  4. St Joseph's School will immediately remove all material relating to a student from its website if requested by a legal guardian.
  5. St Joseph's School will not publish material online that may breach human rights, be defamatory, be obscene, or infringe copyright. All the student material published online will be subject to an editing process.

Any inquiries from parents or students, about this procedure should be directed to the principal.

Procedure Adoption: 17 March 2015

**Review Consultation**  
Principal

Next Review Due: 2018