



COPYRIGHT AND PRIVACY PROCEDURE

Aims

To protect privacy and copyright regarding images and work published online. The school 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 school's website 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' school work and 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.

Purposes

1. There are three main reasons the school 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 school community;
 - To promote the school in the wider community.
2. Parents and students should be aware that the school 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. In recognition of this, the school takes steps to safeguard the privacy of the students and to comply with the *Privacy Act*.
3. The school will publish original material that students create at school such as artwork and literary work. Original material attracts protection under the *Copyright Act*. The person creating the work owns the copyright in their own artistic and literary works. The school will not publish work on the Internet without authorisation in the form of a copyright license from the owner.

Given the age of our students, the school will not publish online any image of a student or work they have produced without the written permission of each student's legal guardian. The school will immediately remove all material relating to a student from its website if requested by a legal guardian of the student.

Guidelines

1. An image and/or school work may be chosen for online publication if it meets the above purpose and if the school holds the consent of the legal guardian to publish the material online. The material chosen must also meet the standards required for the website on which it is to be published. The school will publish the material only on its own website and 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.tki.org.nz). The school may also recommend that any work, or the whole school website, be available through Te Kete Ipurangi.
2. The school will identify students on the website only by their first name, room number and year level. Students’ surnames, home addresses, and telephone numbers will not be available on the websites.
3. 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 material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors and may include the cropping of images.
4. Photocopying extract from books, periodicals and journals for instruction is limited to the following:-
 - Up to 10% or one chapter of a work, whichever is the larger;
 - Up to 15 pages of all or part of a single work in a collection of works even if the works are published separately;
 - One or part of one article from a periodical publication, or additional articles from the same periodical publication if they are on the same subject;
 - An artistic work (such as an illustration) only where copied as part of a textual work and where it is an integral part of that work;
 - A complete work, **only** when the work is out of print or unavailable in sufficient quantity within a reasonable time at the normal price (**subject of prior written approval from Copyright Licensing Limited**);
 - Material obtained through the Interloan service where it cannot be obtained from any other source;
 - A repeat copy from a work within 14 days provided that this is not made by the same staff member for the same class or course of study.

Materials that may not be copied under the license:-

- Printed music (including the words);
- Loose maps and charts;
- Unpublished religious orders of service;
- Overseas newspapers and news items of overseas origin, New Zealand weekly newspapers;
- House journals (publications for employees);
- Photographs and/or illustrations published separately from a textual work;
- Works stipulating that they may not be copied under a copyright reprography license of this nature;
- Privately owned work issued for tuition purposes and limited to a clientele who pay fees;
- Theses, dissertations and student papers.

VIDEOS

Teachers must ensure that students are watching suitable videos which are linked to the curriculum.

Videos from any streaming company (Eg. Netflix, Amazon, etc.) **must not be shown at school under any circumstances**. Videos with a G rating, recorded from television, can be shown.

All videos shown **must**:

- Be previewed by the teacher and **approved by the principal**.
- Not contravene the video copyright laws.
- Be linked to the classroom learning programmes.

All teachers shall remain in the room throughout the duration of the video.

The video shown must not contain:

- Violence
- Oppression
- Sex
- Swearing or inappropriate language.

No PGR, R13 or R16 etc videos are to be shown under any circumstances.

If in doubt, consult with a senior member of staff. There are significant penalties involved in the public showing or inappropriate / copyright videos. These guidelines are to protect you as well as the school.

Review Responsibility: *Office Manager, DP & Principal*

Date Confirmed: 27 September 2021

Principal:

[Permission Form](#)

PERMISSION FORM

Dear Parents / Caregivers

Please read this form carefully, understanding that permission is granted for the **duration of the child's enrolment**. If you have any questions about any part of this form, please contact the Office at office@wellingtonsda.school.nz or call us on 04 237 6282

Name/s of Student/s

Room/Rooms _____

Parent / Caregiver's Name/s

Email contact:

Phone numbers: Home _____ Mobile

Work _____ Other

Please tick box to indicate you give permission. A tick indicates **Yes**)

I give permission for my child/children to leave school grounds for educational or sporting events.

I give permission for my child's work to be used in school publications, understanding that the newsletter is placed on the website. This may include the class blog where the student's first names only will be used. (This could occasionally include a local newspaper)

I give permission for my child's photo to be used in school publications. This may include our website, Facebook or a local newspaper.

I give permission for my child to be videoed; this may be used on the class blog or website or may be used by teachers for their professional development.

Medical emergencies:

I give permission for school staff to act on my behalf in the event of a medical emergency, where the school staff are unable to contact me or any of the emergency contacts I have given for my child. I will pay any associated costs of the emergency treatment.

Parent/ Caregiver signature: _____