



Richmond School

14 Cambridge Street, Richmond, Nelson, New Zealand.

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COMPUTER AND INTERNET SAFETY AGREEMENT **ONLINE PUBLICATION OF STUDENT IMAGES, WORK AND NAME CONSENT**

Dear Parents/Caregivers

We have an Internet connection with every computer in every class; both internal connections to other classrooms including the library reference computer, as well as external connections to the outside world.

Pupils work, names and images may well be published on our website. Parents/Caregivers need to carefully consider whether they are prepared to sign the consent/permission form attached.

Please read the attached forms carefully and return to the school office with your child's enrolment form.

Many thanks.

Tim Brenton
Principal



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POLICY for the ONLINE PUBLICATION of STUDENT IMAGES, WORK and NAMES

Purposes of online publishing

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 Internet website (www.richmondprimary.school.nz).

This may include:

- examples of students' schoolwork;
- images of students and groups of students involved in activities at the school;
- images of students may include scanned, digital, or video images of them taking part in school or class activities.

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.

The school will publish the material only on its own website (www.richmondprimary.school.nz) and **classroom Blogs** (own class websites attached to our school 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 student work, or the whole school website, be available through Te Kete Ipurangi.

Privacy and online publishing

Parents and students should be aware that the school cannot control who has access to the information published on its Internet website. In recognition of this, the school takes steps to safeguard the privacy of the students and to comply with the Privacy Act 1993.

The school 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.

Students' surnames, home addresses, and telephone numbers will not be available on the websites.

Copyright and online publishing

The school 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. The school will not publish the works on the Internet without authorisation from the students (verbal or written).

The school 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 the school permanently.

School management of online publishing

The school will have an 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 the school holds the consent of the parent 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 school 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).

Permission sought by the school

The permission the school 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

The school welcomes any enquiry from parents or students about the operation of this policy.

PARENT PERMISSION

FOR THE ONLINE PUBLICATION OF A PRIMARY STUDENT'S IMAGE AND WORK

I, [name of the parent/legal guardian] have read and understand Richmond 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 Richmond 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 for 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 **do/do not** give permission for images of my child to be published online.

(cross one out)

- I **do/do not** give permission for my child's work to be published online.

(cross one out)

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

.....
Signature of parent or legal guardian

Date:

P.T.O.



STUDENT COMPUTER AND INTERNET USE AGREEMENT

I understand that:

1. The computer programmes at school are to help me with my learning.
2. The school will show me how to use the Internet safely.
3. I will only get information from the Internet that my teacher has approved.
4. I will only copy, store or print information that is approved by my teacher.
5. I will only send messages by email that my teacher has approved.
6. I will only use the Internet or email at school, when my teacher is supervising me.
7. I will be careful with equipment and furniture.
8. I will only use software that my teacher provides.
9. I will not put personal information on the Internet - about myself or anyone else, (eg, name, address, phone number or photograph).
10. I will not change the set up of any school computer e.g. screen saver, classroom files, passwords, programs etc.

Student

I have read and understand this agreement. I know the importance of school rules when using computers and the Internet. (It has been explained to him/her in a less complicated way. He/she knows not to touch it without permission.)

I know that if I break these rules I might lose the right to use a school computer.

Name (printed) _____ Signature _____

Room _____ Date _____

Parents/Caregivers

I have read this Agreement and understand that my child is responsible for using school equipment and the Internet as outlined here. I have gone through the Agreement with my child and explained its importance, and that there may be consequences for breaking the Agreement. I understand while the school will do its best to restrict student access to offensive, dangerous, inappropriate or illegal material on the Internet or through email, it is the responsibility of my child to have no involvement in such material.

I give I do not give permission for _____ to be given access at school to global information systems such as the Internet or email.

Name _____

Signature _____

Date _____