



1.11 ONLINE PUBLICATION OF STUDENT & STAFF IMAGES AND WORK

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| Approved by: Board of Trustees | Date effective: Aug 2016 |
| Contact: Deputy Headmaster | Review date: Aug 2019 |
| Group: Leadership Team | Reviewed by: Headmaster |

Policy Statement

The Online Publishing Policy will present guidelines for the use of a students or staff members image and/or their work on the Nelson College website. The policy will ensure protection of the individual's privacy and rights whilst fulfilling a specific purpose on behalf of the College.

Policy Rationale

With the continuing challenges of an increasingly open environment in communication technologies there is a need for clear guidelines to govern safe and appropriate use of images and/or work attributable to an individual student / staff member.

There are three main reasons material is published online :

1. To educate the student in accordance with the national curriculum, including on the role and use of technology in society.
2. To encourage students to be part of and to participate in the school community
3. To promote the school in the wider community

Responsibility for implementation

- 1. The Board of Trustees**
 - Will ensure that policies & procedures are in place which monitor the appropriate use of images and/or work of individual students
 - Delegates implementation of the policy to the Headmaster
- 2. Headmaster**
 - Will appoint a Safe Use of IT officer (Deputy Headmaster - DHM)
 - Will be responsible for monitoring the work of the DHM and will receive up to date reports on the College's website and Intranet
- 3. Deputy Headmaster**
 - Will be the main point of contact for all issues or incidents involving communication technologies in the school
 - Will monitor that the College has appropriate authorisation to publish a student's or staff member's image or work online. (as required by the Privacy Act and Copyright.)
 - Will provide the Headmaster with up to date reports on the content of the College's website and Intranet
- 4. IT Committee**
 - Will review the Online Publishing Policy every three years
 - Will develop and provide strategic advice to the Leadership Team on communication technologies

Procedures

1. Parents will receive notification by newsletter at enrolment or at the beginning of the year that unless they notify us to the contrary, that they give us permission to use their child's image on the schools website/intranet in association with a school academic or co curricula activity. Such publication will comply with the Privacy Act 1993 ie that the school will
 - Identify students on the website only by their first name and year at school.
 - Ensure that student surnames, home addresses and telephone numbers are not available online.
2. Staff will receive notification at the start of the year in the staff manual or on first taking up employment that unless they notify us to the contrary, that they give us permission to use their image on the schools website/intranet in association with a school academic or co curricula activity. Such publication will comply with the Privacy Act 1993.
3. Staff will only be identified by surname and department /area of responsibility. Staff work which has been produced using school time and/or resources or is seen as a part of their job description as an employee of Nelson College may be used without permission from the staff member
4. Original work created by students, such as artwork, stories, poems and other literary work attracts protection under the Copyright Act 1994. The school will not publish the works on the internet without the authorisation in the form of a copyright licence from the individual student and their parent(s)

Terms :

Staff

includes all school personnel both teaching and non-teaching and any tutors in Community Education

Student

can be an adult day student, an adult Community Education student, or any young person whether or not a student of the school. For example, a teacher's child can use the school Internet facilities only after signing the Student Computer and Internet Use Agreement and under supervision approved by the teacher

Communication technologies

include the mobile phone, computers & associated technologies digital cameras, webcams, printers, scanners, copiers and any other technology currently under development (delivered by Email, Internet, Intranet or any other software application)

Internet

Includes the part of the schools intranet which is accessible from outside the schools network. Any future extranet or publically accessible electronic database / publication

Related Policies

Safe Use of IT Policy

Appendices

A Copyright Licence Form