

RIVERINA SCHOOL
POLICY STATEMENT
PUBLICATION

Rationale:

The Board recognises that today's evolving information, communication and technological (ICT) environment covers a wide range of media that could be used in enhancing teaching and learning.

Purposes:

1. To enable material to be published for various educational purposes in accordance with the national curriculum, through use of a range of technologies.
2. To encourage students and staff to be part of, and participate in, the school and wider community by sharing achievements and the results of learning.
3. To positively promote the school and its community.

Guidelines:

1. Steps will be taken to safeguard the rights of students and staff to privacy, security and copyright, by complying with relevant legislation when publishing eg. on-line, to the wider community.
2. Publication may include examples of students' and staff's work and/or images in school-related activities.
3. Work will be selected for publication if it is of a high standard, meets the copyright regulations, does not defame, meets the human rights standards and will not offend any viewers.
4. Queries or complaints about the operation of this policy may be directed to the Principal as the designated privacy officer, or the person concerned, as per the Parent Concerns Policy.

Procedures:

1. Written consent obtained from each student's parent(s)/caregiver(s) and all staff members, will be strictly adhered to before the publication of work (including photographs, artistic or written works).
2. A high standard of judgement will be exercised by teachers before publication, especially on the Internet.
3. As far as possible work will not be altered/published without prior consent given by those concerned.

NB: This policy will be reviewed annually.

PERMISSION FORM
PUBLICATION
(students)

I/We _____ (*name of parent(s)/caregiver(s)*) have read and understand the importance of the Riverina School policy on *Publication*.

I/We hereby give permission for _____ (*name of child*) to have his/her image/work published in accordance with the school's policy until I/we withdraw consent in writing to the school or until _____ (*name of child*) leaves the school.

Image

- First and Last name
- First name only
- Class level
- No name
- I do not give consent for publication

Work

- First and Last name
- First name only
- Class level
- No name
- I do not give consent for publication

Signed: _____ Parent(s)/Caregiver(s)

_____ Child (if wish)

Date: _____

PERMISSION FORM

PUBLICATION
(staff)

I _____ (*name of staff member*) have read and understand the Riverina School policy on *Publication*. I hereby give permission for my approved image/work to be published in accordance with the school's policy until I withdraw my consent in writing to the school / or leave the school.

Any publication will be identified by

- First and last name
- First name only
- Class level
- No name
- Other: eg Mrs Martin
- I do not give consent for publication

Signed: _____ Date: _____