

Publishing Material on TKI.

When you publish on the Internet, any person, anywhere in the world may view your material. Naturally, you will want your school to be well represented and you will have checked the material for design, accuracy, and functionality. Before you submit it to Te Kete Ipurangi for online publication you also need to ensure that all the material complies with copyright and privacy laws.

We have enclosed the following information to assist you to understand how these laws affect your school when publishing your own or student work in an online environment:

- Your Copyright responsibilities
- A sample Privacy Policy for your school
- Two sample Student Work and Appearances Release Forms
- The TKI Online Material Release Form to be completed and attached to each material that you submit to TKI for online publication.

Te Kete Ipurangi asks you to use the enclosed TKI Online Material Release Form for each material that you submit for publication on TKI. TKI has the right to not publish any material that is not accompanied by this form.

It is your schools responsibility to ensure that you have obtained the necessary releases for student material and permission to use any copyrighted material. The Ministry of Education or Te Kete Ipurangi will not accept responsibility.

Sample Privacy Policy for the Online Publication of Student Appearances and Work

Scope: The school uses a range of learning technologies* to enhance student learning. From time to time we publish material for educational purposes to promote and to share the results of learning within the school community and global audiences. This may include examples of student work and the inclusion of student appearances.

Student appearances may include scanned, digital, or video records or representations of students taking part in school or class events, or illustrating events or activities.

* Learning Technologies covered by this Privacy Policy include Electronic Mail, and the Internet. Publication on the Internet includes the school's homepage and local Intranet, and Te Kete Ipurangi – The Online Learning Centre (Ministry of Education).

Aim:

1. We aim to meet fully, standards of personal data privacy protection, in compliance with the Privacy Act 1993, in particular Section 3-4 – The Use and Disclosure of Personal Information.
2. We aim to ensure parents and guardians are made aware of the purpose and implications of online publishing.

Guidelines:

- 1.1 In accordance with the Privacy Act 1993, the school will ensure that personal information about students including examples of their work or their appearances is protected.
- 1.2 In the event that a name is included, students will be identified by first names only.
- 1.3 No student home addresses, or telephone numbers will be used in any situation.
- 2.1 All parents will receive a copy of this Privacy Policy and a Student Release Form to sign and return to the school confirming the release of any student work and/or appearances for online publishing use. This Release Form will be retained by the school and applies to any material that may be selected by the school to publish online.
- 2.2 Student work and appearances may not be published online using any of the above Learning Technologies unless the school has obtained a Release Form signed by the legal guardian.
- 2.3 A parent has the right to withdraw their signed Release Form at any time.

Release Form for Ongoing Use of Student Work and Appearances

Dear

The school uses a range of learning technologies to enhance student learning. From time to time we publish material on the Internet for educational purposes to promote and to share the results of learning within the school community and global audiences. This may include examples of student work and the inclusion of student appearances on our own or other web sites. Please refer to the attached Privacy Policy that outlines how our school safeguards student privacy while publishing material online.

Student appearances may include scanned, digital, or video records or representations of students taking part in school or class events, or illustrating events or activities.

This Release Form gives the school the right to select any appropriate student work or appearance to publish online. The material may remain online for any given period of time. You have the right to withdraw your permission at any stage and the material will be removed.

I/We give _____ School the following rights

- The right to publish samples of student work on the school's homepage / Intranet or to submit this work to be considered for publication on the Ministry of Education's web site, Te Kete Ipurangi – The Online Learning Centre.
- The right to publish student appearances on the school's homepage / Intranet or to submit the appearances to be considered for publication on the Ministry of Education's web site, Te Kete Ipurangi – The Online Learning Centre.

I/We understand that student first names may be used.

Please sign below to give your permission to publish work or appearances on the Internet.

(Signature of parent or legal guardian)

(Print name clearly)

(Date)

Release Form to Attach to the Sample of Student Work/ Appearance

Dear

Your daughter/son has had the following school work/appearance selected to be published on the School's homepage/ Te Kete Ipurangi – The Online Learning Centre (The Ministry of Education's Education web site). This material may be viewed globally.

The way we identify the material complies with the schools Privacy Policy of using first names only.

The material will remain online for an undetermined time period. You have the right to withdraw permission at any time and this material will be removed.

Please sign this form to give permission for us to publish this work.

(Signature of parent or legal guardian)

(Print name clearly)

(Date)

Copyright and Privacy Release For Schools

_____ School is supplying the following title to be considered for publication on Te Kete Ipurangi - the Online Learning Centre.

Title of Material: _____

Please place your signature in the column beside the statements that apply to the above title to confirm that you have checked the content against the statements. Use n/a (not applicable) in any column that does not apply to this title in any way.

Your Signature	
	All graphics, backgrounds, and animations have either been created by us, are copyright free, or we have obtained written permission from the artist to use them.
	We have written all text or we have obtained written permission from the author to quote the text.
	We have obtained and retain a copy of the written permission from the author to include the publication of any professional readings or articles.
	We have obtained and retain a copy of the written release from parents or guardians to use student work or photographs.
	We have not identified any student by their full name.

.....School has checked the following material and understands that the Ministry of Education and Te Kete Ipurangi will take no responsibility for material that infringes copyright or privacy laws.

Signed by _____

Position _____

Date _____

<p>Received by TKI</p> <p>Date</p>
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