

# ELECTRONIC PUBLICATION OF STUDENT NAMES, WORK AND IMAGES POLICY

## Policy Statement

Electronic publication of student names, work and images is a means of celebrating student effort and achievement and sharing school events within the community. However it is also important to protect student privacy in publicly accessible forums.

## Aim

To provide guidelines for the electronic publication of student names, work or images on the different forums available.

**Background:** Student names, work and images may be published through the newsletter or one of the school websites. The school maintains two distinct websites:

1. **Lee4Us:** An internal website which is only accessible by members of the school community. Users have to log onto **Lee4Us**. Students can use it at school and can logon at home using the same logon details. **Lee4Us** aims to support all members of the school community, including students, teachers and parents.
2. **Lee3W:** A website available to everyone on the World Wide Web. **Lee3W** does not require any special logon. **Lee3W** aims to present the public face of the school to the world, in particular marketing the school to prospective enrolments.

## Guidelines/Implementation

1. All student work and images published by the school will be vetted by a teacher, the Assistant Principal or the Principal prior to publication to ensure that they are appropriate.
2. Any permission from parents can be revoked with immediate effect at any time by contacting the Principal.
3. Despite any permission in place, parents and/or the relevant student can request the removal from publication of any particular item (work or image) involving that student.

### **Lee4Us guidelines:**

1. The school will seek annual generic permission from parents for the publication of student work and images on the **Lee4Us** site, subject to vetting by teachers.
2. In the absence of generic permission, the school will ensure that no work by the student or image including them is published. This will be the responsibility of the vetting teacher. A list of students whose work/image may not be published will be maintained by the Office.
3. As the aim is to celebrate student and school achievements a wide range of student work and images may be published, including individual and group photographs and videos of student activities in class, excursions and camps. Students will be acknowledged by their first name and last initial.

**Lee3W guidelines:**

1. It is recognised that privacy issues are more acute when publishing on the World Wide Web compared to the password protected **Lee4Us**.
2. Student work or images will only be published on **Lee3W**, including via the newsletter, with express student and parent permission on a case by case basis. The work/images used and level of identification of the student by name will be at the discretion of the parents.
3. In all other cases where students are named in the newsletter or on **Lee3W**, only first name and last initial will be used.

**Evaluation**

This policy will be reviewed in 2012 or earlier if necessary.

This policy was ratified by School Council in 2010.