

We would like to celebrate the excellent work of our pupils by publishing various material on the school website. However, due to its potentially wide, public audience this powerful new publishing medium necessitates care and sensitivity. Our **Website Publication Procedure** is outlined below:

- For infants: teachers will ask parents for permission to publish each image and each piece of work before submitting the material to the website administrator. Parents have full control over which images and work will be published.
- For years 3 - 13: teachers and designated photographers will ask pupils for permission to publish each image and each piece of work before submitting material to the website administrator. Pupils have full control over which images and work will be published.
- For the three months after publication, pupils and their parents will have full control of the material, and all requests to remove it will be observed during this period. Note though, that a parental wish to remove material will take precedence over their child's permission to publish it.
- After three months, the removal of material will be at the sole discretion of the website administrator under the supervision of the Director. This exchange of control is simply a caveat to ensure the website content remains manageable under certain circumstances; removal requests will still be considered, and in practise most will still be observed.
- Pupils retain the copyright for all their work. The permission given is to allow the school to publish an image or piece of work on the school website for an indefinite period of time. Their material will not be used by the school for any other purpose unless separate permission is obtained.

Privacy and Safety Information

- No close-portrait photos of individual pupils will be used; groups of three or more will be preferred. Pupils will be engaging in activities which promote the school and its curriculum. Images will not be used if the context of the activity or pose is not clear. Images that are likely to cause distress or embarrassment will not be considered for use.
- Pupil's names will be published as their first name only (or first name and initials), and never in full. Images will never be labelled with the names of the subjects. If an image is used to illustrate text, the subjects in the image will not be identifiable from the text.
- Website images will have a maximum resolution of 72ppi and will not be larger than 800 x 800 pixels. The website instructs search engines (such a Google and Yahoo) not to index images. The original images on the camera will be deleted if taken solely for use on the website.

The school understands that even with these precautions, some pupils/parents may wish to opt out completely from having material published on the school website. In this case, the pupil or parent should return the form below. Note that if the form is not returned the school will assume agreement with the publishing procedures outlined above. Pupils and parents will be reminded annually of their responsibility to opt-out, but opting in or out can be done at any time.

Images of the pupils below or examples of their work will not knowingly be published on the school website. I understand and agree that the pupils listed may still occasionally appear in the background of group photos where they are not the main subject (Eg. a sporting event, school play, excursion, residential trip, or open day). I also understand that work produced as part of group may also be published, but the pupils below will not be identified.

Nombre de alumno/Name of pupil _____

Clase/Class: _____

Nombre de alumno/Name of pupil _____

Clase/Class: _____

Nombre de alumno/Name of pupil _____

Clase/Class: _____

Firma / Signature _____

Fecha / Date _____

Tick Uno / Tick One ☒

Soy alumno / I am a pupil ☐

Soy Padre / I am a parent ☐