



IMAGES POLICY

NAG 5

Long Bay College will take all reasonable steps to inform the community of this policy.

This policy is intended to be consistent with the requirements of the Privacy Act, 2020.

To be read in conjunction with the Long Bay College:

- Privacy Policy
- Information Communication Technology (ICT) Policy
- Health and Safety Policy
- Long Bay College Website
- Cybersafety Use Agreement Secondary Students
- Staff Cybersafety Use Agreement
- Enrolment Form

PURPOSE:

To protect the health, safety and privacy of College staff and students.

RATIONALE:

- Improvements in technology mean that it is becoming increasingly easy to take images of people in still, video and digital format. This means that images may be taken and sent by devices to other people within a matter of seconds without the photographed person being aware of it.

POLICY:

1. No person will take, copy, manipulate or publish moving or still images of others without the permission of the person(s) involved.
2. Images of people taken at school shall be made available at all times for auditing by the Privacy Officer.
3. Written permission of people displayed will be obtained before these images are published in any medium (print publications, gallery display, computer-stored display and presentations, Internet web pages, etc.) An exception may be possible where the image is of large groups of students, does not focus on particular small groups or individuals and does not contain images which may be potentially embarrassing.
4. On joining the College, all students and staff will be asked to sign a disclaimer permitting the legitimate taking, storing and display of their image.

GUIDELINES:

Legitimate recording and/or auditing, manipulating, publishing is undertaken with the authority of the Principal and includes the following:

Administrative purposes

- ID photos for student ID cards and display on the student database.
- Images of staff for display and identification purposes.
- Archive records of staff and students in Groups and Team photos.

Publicity purposes

- Publicity and publication images for publication in Newspapers, Newsletters, Brochures, election publicity, school magazine, school websites, school social media sites.

Curricular purposes

- Images taken as part of course work to support teaching, learning and/or assessment. These images may be shared with NZQA and external moderators for the purposes of assessment moderation.

Security purposes

- CCTV of the school campus, 24 hours, 7 days per week. These images are stored securely with access limited to staff approved by the Principal.

Consequences

Breaches of this policy may result in disciplinary consequences including involvement of the Board of Trustees.

New/Reviewed	Tabled	Adopted	Signed
6/4/04	6/7/04	3/8/04	By Andrew Stewart, Board Chairperson
10/4/06	16/5/06	6/6/06	By Richard Griffin, Board Chairperson
17/6/08	2/9/08	2/9/08	By Richard Griffin, Board Chairperson
21/9/10	2/11/10	7/12/10	By Rob Gosling, Board Chairperson
19/2/13	5/3/13	9/4/13	By Robyn van der Sande, Board Chairperson
19/5/15	4/8/15	1/9/15	By Robyn van der Sande, Board Chairperson
Sept 2018	16/10/18	16/10/18	By Kevin de Jong, Board Chairperson
October 2021	19/10/2021	16/11/2021	By Kevin de Jong, Board Chairperson