

## 1. Purpose

The Catholic District School Board of Eastern Ontario wishes to share the good news in our schools with the community. One way to share this information is through the publishing of photographs, video recordings or interviews with our students. The purpose of the Administrative Procedure is to establish guidelines within which student information and images may be used.

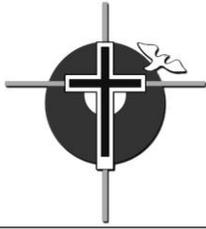
## 2. Guidelines for student image use:

- i) All students must return to the school **annually**, a signed permission slip from their parent/guardian that authorizes whether images of the said student may or may not be used by the Board (*see Appendix A*).
- ii) Respect for the student and the parents' permission will be adhered to.
- iii) The students' parent/guardian is to notify the school principal in writing of any changes to the permission.
- iv) Student pictures will not, on any occasion, include personal information like telephone number, address, etc.
- v) At no time will the Board sell or distribute student images for any other intention than the sharing of good news events or Board promotion.
- vi) If students or parents wish to submit digital pictures they have taken of school or community events, they must be in either JPEG or tiff format and may be submitted to the school principal.
- vii) Any image of a student or employee taken with a personal camera by a Board staff member (i.e.; teacher, principal, Board employee, school secretary) must only be used for school or Board related publications/websites, and cannot be posted to personal or other social networking pages online or in any other publicly accessible forum outside of official Board/school publications/websites.

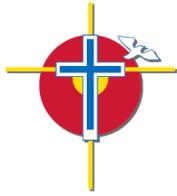
## 3. Terms of Use With Permission

The Board reserves the right to:

- a) Use the name, photograph, picture, portrait, voice and appearance (hereinafter collectively known as "image") of a student in connection with educational, promotional, fundraising activities, school yearbooks, or any other legitimate purpose;



- b) Use, reproduce, publish, exhibit, distribute and transmit the image of a student individually or in conjunction with other images of printed matter in the production of brochures, slides, broadcasts (radio and television), audio or videotape recordings, still photography, and any other manner or media now known or later developed;
- c) Use, reproduce, publish, exhibit, distribute, and transmit the image of a student individually or in conjunction with other images or printed matter on the school website/social media channels;
- d) Record, reproduce or edit images and all sound effects produced (ie; local newspaper);
- e) Assign the above-mentioned rights to third parties; and
- f) Assume that all images and subsequent use thereof are the property of the Board and that no compensation need be provided, now or in the future, in connection with the use of a student image.



**Catholic District School Board of Eastern Ontario  
Use of Student Information and Image**

Date:

Dear Parents/Guardians:

Many positive things take place in our school, and we would like to share this good news with the community. One of the ways to share this information is to invite media to the school. There are a number of times during the school year when students can be photographed, interviewed or videotaped in regard to special events, initiatives or sports events. Another way we can share our good news is by displaying student pictures and school work in school or school board publications, on our school website/social media channels, or on the board's website/social media channels.

Please complete the consent form below indicating whether your child's image/name can be used in various school/board publications. This consent form will be valid for the current school year. Should any change in consent status occur, please notify the school.

Thank you.

Yours truly,

**Principal**

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Use of Student Information and Image

- I give consent** for my child's image, name, and/or school work to be used in media coverage of school related events, in school or board publications, or on the school or board website.
- I give consent** for my child's image, name, and/or school work to be used only in the school yearbook, and not in any other publications.
- I do not consent** to my child's name, image, and/or school work to be used publicly in any capacity.

Student's name: \_\_\_\_\_

Grade: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

The personal information on this form is collected under the authority of The Education Act for school related purposes and is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act.