

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION C: STUDENTS**

USE OF STUDENT PHOTOGRAPHS ON BOARD WEBSITES	PROCEDURE
EFFECTIVE: 2006 02 01 / 2013 03 05	

ADMINISTRATIVE PROCEDURES:

1.0 Responsibility

- 1.1 The use of student photographs on school websites shall be approved by the Principal. The use of student photographs on the Board website shall be approved by the Supervisor – Communications and Community Relations.
- 1.2 No student photograph shall be posted on school or Board websites, unless written parental consent has been obtained. A signed copy of the form *Use of Student's Name, Photograph and Work* must be on file in the student's Ontario Student Record (OSR) file. – See Appendix A
- 1.3 Once granted, consent shall remain in effect throughout the child's school career; however, the parent/guardian or student age 18 years or older, may revoke consent at any time. The principal shall remind parents/guardian, through the school newsletter, that if for any reason they wish to revoke consent, they may do so at any time, by contacting the school office.
- 1.4 Even when written parental/guardian consent has been obtained and is on file in the student's OSR folder, the Supervisor – Communications and Community Relations shall inform parents/guardians before student photographs are posted on the main page of the Board website.

2.0 Expectations

- 2.1 No student photograph shall be posted on school or Board websites, unless written parental consent has been obtained. A signed copy of the form *Use of Student's Name, Photograph and Work* must be on file in the student's Ontario Student Record (OSR) file. – See Appendix A
- 2.2 Photos of individual students shall not appear on the website. Group photos of at least three students shall always be used. In cases where schools wish to profile individual students, special permission must be sought from the parent or guardian.
- 2.3 Students whose photographs are posted on school or Board websites shall not be identified by name. Where identifiers are required, be generic (i.e. *Championship Grade 8 Volleyball Team*, or *Grade 5 students at work in the Peace Garden*.)

3.0 Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION C: STUDENTS**



APPENDIX A

C O N S E N T F O R M
for
USE OF STUDENT'S NAME, PHOTOGRAPH OR WORK

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, I hereby give my consent to the St. Clair Catholic District School Board to publish or display the name, photograph, class work, participation in extra-curricular activities and information related to any awards, scholarships or prizes won by:

(Name of Student)

in the school year book, articles published in newspapers, stories prepared for broadcast on radio and television, school newsletters, system-wide publications of the St. Clair Catholic District School Board, the St. Clair Catholic District School Board website or school-based websites authorized by the St. Clair Catholic District School Board (subject to Sec. C Policy – *Use of Student Photographs on Board Websites*), or in any other publication of the St. Clair Catholic District School Board, or approved by the St. Clair Catholic District School Board.

I am aware that by giving my consent to post this personal information on the authorized websites of the school or the St. Clair Catholic District School Board, that this information can be viewed by anyone who accesses these web sites, and that if my consent is withheld this posting would not occur.

This consent form will remain in effect throughout the student's school career unless the parent/guardian (or the student over 18 years of age) requests its removal in writing.

Full Name of Parent/Guardian

Date

Address of Parent/Guardian

Signature of Parent/Guardian

Signature of Student

Student's Age

Students 18yrs. and older may lawfully sign this form. For all other students, the signature of a Parent/Guardian is required. Students 16-17yrs. may wish to co-sign with their Parent/Guardian.

Please return this form to the school, even if consent is withheld. To withhold consent, check box below.

I withhold my consent.