

ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD POLICIES AND PROCEDURES SECTION B: ADMINISTRATION

'APPENDIX A'

CONSENT FORM USE OF STUDENT PERSONAL INFORMATION

Please contact your school Principal should you have any questions or concerns in regards to this consent form.

This consent remains in effect until the school is informed otherwise by the parent/guardian/ adult student (18 years or older).

It is important that all individuals are respectful of the privacy rights of anyone captured in their picture and/or recording and to only publish the picture and/or recording of others with consent from the student's parent/guardian, or consent from the adult student/individual.

On this consent form the Board is seeking your approval to share pictures and recordings to celebrate your child's accomplishments in the classroom and school. This includes student projects, achievements, activities, plays, athletics and presentations being photographed or recorded.

Students participating in extra-curricular activities or events where the public attends (i.e. community events, music festivals, athletic school games) may be photographed and/or reported on by the media or the general public and may result in photos or recordings being posted on social media. If photography or video recording is permitted at such events, it is generally not possible for the school or Board to control the use of such recordings.

Instructions: Please mark an **X** to indicate your response for each of the categories below. The form must be signed and returned to the school regardless of your response.

Personal Information Consent Category:			Consent Given	Consent Not Given
A	On School Premises	Your child's picture and recordings to be posted within the school in classrooms, library, school halls or for other special occasions within the school related to activities or events.		
B	Traditional School Pictures	Your child's picture to be included and published in school class pictures, school team pictures and in the school year-book pages.		
C	School Board Social Media	Your child's picture and recordings to be shared through social media within the school, classroom and Board, including but not limited to, websites, newsletters, Facebook and Twitter that may be publicly accessible.		
D	External Social Media & Publications	Where the Board has invited the media to photograph, interview or record (audio or video) your child for reporting good news stories in newspapers, on radio, on television and/or on media websites for school related events.		

Your child's personal information is used for educational or consistent purposes in accordance with the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA"). The *Education Act* authorizes the Board to collect personal information for planning and delivering educational programs and services as well as reporting to the Ministry of Education as required. MFIPPA provides direction for the collection, use and disclosure of personal information.

We encourage parents/guardians to communicate to your child(ren) where consent is not given so that they are aware that they will be excluded from pictures or recordings to be posted.

Student Name (Please Print)

Parent/Guardian/Adult Student (over 18) Name (Please Print)

Guardian/Adult Student (over 18) Signature

Date

Parent/