
AUTHORIZATION TO PUBLISH STUDENT PHOTOGRAPHS/VIDEOS*
School and Board web sites, social media applications and other publications

School and Board websites and social media applications (ex. Facebook, You Tube), as well as other media/promotional publications (e.g. newspapers, advertisements, brochures, etc.), provide an opportunity to highlight **student work, projects and activities**. Photographs or videos of students are often included in these publications and may remain posted for an indeterminate amount of time during the school year.

CSNO has developed guidelines regarding the content and use of websites, social media applications, promotional material and other media publications. The Board must respect the following guidelines before posting a photograph of a student.

- A student's name, address, telephone number or email address **will not be posted**.
- Large group photographs (entire school body, athletic activities, music festivals, etc.) **can be posted** on the school or Board website, social media and/or other media publications without parental consent.
- Parental consent is necessary **before posting** photographs or videos of individual students or small groups on the school or Board website, social media applications and other media/promotional publications.

Authorization

Please complete the form below and return to the school before : _____

Name of Student: _____

School: _____

Grade: _____

For the school year _____ **:**

- I authorize* photographs or videos of my child (**individual, small groups**) to be posted on school and Board websites, social media applications and other media or promotional publications.
OR
- I do not authorize* photographs of my child to be posted on school or Board websites, social media applications, nor other media or promotional publications.

Date: _____

**Signature of parent/
guardian:** _____

** Please refer to the general guidelines regarding the use of personal information/student photographs in Appendix A of the Student Registration Form (attached).*

APPENDIX A

FREEDOM OF INFORMATION AND PROTECTION OF POLICY ACT (FOIPP)

Please read the following carefully before signing the Student Registration Form

Since September 1, all school boards in Alberta are subject to the Freedom of Information and Protection of Policy Act (FOIPP). The FOIPP Act sets out policy and regulations regarding the collection, use, protection and disclosure of personal information.

The personal information collected on the Student Registration Form is used to deliver an educational program and ensure a safe and secure school environment. Information will be used in the following circumstances:

- The use of the name, photo and comments of a student in the school newsletter, the yearbook, or any other publication of the school or the school board.
- The use of video footage, individual photos, class photos, team photos or club photos for school purposes.
- The use of photos or videos of school or class activities taken by the media where the students are not easily identifiable.
- The use of the name, grade and photo of a student in school activities such as athletics, art displays or celebrations.
- The use of the name and date of birth of a student to recognize a birthday.
- The use of the name of a student on a poster or other work displayed at a school or the school board or another location as designated by the school or school board.
- The disclosure of information to local Regional Health Authorities for vaccination and health purposes.
- The use of the name of a student for honour roll, during the graduation ceremonies, for scholarships or other acknowledgements from the school board.
- The use of the name of a student and educational information necessary to determine his/her eligibility for scholarships, provincial or federal awards or other awards for which the school or school board applies on behalf of the student.
- The use of the name of a student, those responsible for the student and their phone numbers to verify a student's absence.
- The use of the name of a student, those responsible for the student and their phone numbers for transportation and emergency purposes.
- The disclosure of the medical information of a student with serious or life threatening medical conditions.
- The disclosure of the name of a student, those responsible for the student, telephone numbers and addresses to the School Council for communication purposes.

Article 23 of the Alberta School Act conforms to Article 32(c) of the Freedom of Information and Protection of Privacy Act (FOIPP) and its provisions apply.

In the event that an activity not listed above necessitates the publication of personal information, a request for authorization will be sent to you.