Christ the Teacher Catholic Schools

Use of Student Work and Personal Information Parent/Guardian Permission Form

The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP) require that schools obtain informed consent for the collection and use of personal information that is not authorized under the *The Education Act, 1995.*

Christ the Teacher Catholic Schools may wish to use the personal information that it collects about a student for the following purposes:

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1. Education purposes in the school community
- Students name, grade level and age, individual photographic or video image, team photo, candid or special event photos for the purposes of:
  - school calendar, newsletter, or other school publications
  - honour roll, yearbook, graduation, academic activities and achievement, school related athletic activities and achievements
- Student work, such as: art work; writing samples; audio, video photographic presentations; individual commentaries or interviews for the purposes of
  - educational or promotional use
  - display student work in the school, division office, and churches
  - display student work at sponsored events

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2. Public media including the Internet
Sharing information with newspapers, radio and television and other media including the school or school division website may include:
- Images of
  - Individual student with or without student's first and last name
  - Teams or other school groups
  - School events and activities
- Announcement of names, grade level and age
  - Winners of awards, contests, competitions
  - Congratulatory messages for graduation, academic or athletic achievement
- Student commentary
  - Media interviews with students upon request to the school/school division

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3. Class Lists
Sharing home contact information to classmates, a home room parent group or the School Community to assist with organization of school events or in the event of an emergency situation.
Note: Student lists may be distributed electronically and/or in paper copy to a limited circulation list as noted.

In sharing any information the school and school division will respect privacy legislation and parental permissions and will balance the risks of sharing information with the public with the interests of students in sharing the pride of their achievements.

NOTE:** Images posted on the web are publicly accessible. The School Division is responsible for the content of the school division website, but in not responsible for what other users may do with images or content posted on the site.

**Special situations may arise during the school year where a separate form may be utilized for parental consent.

PLEASE KEEP THIS INFORMATION PAGE FOR FUTURE REFERENCE

If situations arise that cause you, as a parent, to be concerned about your child's privacy or safety, with respect to the potential use(s) of his or her personal information as outlined above, please contact the school principal immediately to make changes to your permissions.

Re: Student Use of Electronic Information System

Dear Parents:

The Christ the Teacher Catholic School Division has established a division-wide Electronic Information System to facilitate the educational process and administrative services. This system also allows access to the Internet. The Internet is a global network that contains databases, reference materials, and resources. This global resource can extend students' educational experiences far beyond those currently available through other means.

Along with the use of this resource come certain responsibilities. Although the division provided training in the use of the division's telecommunications network that emphasized the ethical use of the resource, it is possible that your child may access some material you may find objectionable. While the division will take reasonable steps to preclude access to such material through electronic filtering and classroom management, it is not possible for the division to guarantee that it can completely prevent such access.

Please take a few minutes to speak with your child regarding the *Acceptable Use for Electronic Information Systems* administrative procedure. Although division teachers and administrators will continue to emphasize proper behavior, your help in emphasizing the importance of the guidelines will go a long way toward ensuring compliance. I ask that you read the administrative procedure and sign the permission form to indicate your preferences for your child's interaction with the Division Electronic Information System.

Sincerely,

Principal

USE OF STUDENT WORK AND PERSONAL INFORMATION
PARENT/GUARDIAN PERMISSION FORM

I agree that the Christ the Teacher Catholic School Division may use the work produced by my child and/or images/commentary of my child with or without my child's name for any lawful purpose, including, for example such purposes as publicity, illustration, promotion and internet content without payment for the following purposes:

(Please initial on the line for which you <u>agree</u> to provide permission)

1. For Education purposes in the school community _____

2. For the public media including the internet _____

3. Class Lists _____

Electronic Information System
Student Acceptable Use Permission Form

I hereby give the Christ the Teacher Catholic Schools permission for my son/daughter to access

the internet (please initial on the line to provide permission):_____

_____

I HAVE READ AND UNDERSTAND THE ABOVE and hereby give consent to the collection and use of information as indicated above:

_____   _____
Parent Name (Print)   Student Name (Print)

_____   _____
Parent Signature   Student Signature (If 16 or older)

_____   _____
Date   Date

This consent shall remain in effect as long as the student is registered with Christ the Teacher Catholic School Division and needs to be signed <u>only</u> once.

> **If situations arise that cause you, as a parent, to be concerned about your child's privacy or safety, with respect to the potential use(s) of his or her personal information as outlined above, please contact the school principal immediately to make changes to your permissions.**

PLEASE RETURN THIS SIGNATURE PAGE TO YOUR CHILD'S SCHOOL