

## **1.0. School Administration**

### **1.A. General**

#### **1.A. INFORMED CONSENT**

**Policy Reference: EL-1.1 and EL-1.2**

**Reviewed by Committee: September 30, 2014, October 29, 2019**

The Board of Trustees of Lakeshore School Division acknowledges the importance of informing parents/guardians, staff, students and the general public with information describing the activities of the Division. Newsletters, Community Reports and other media are the means of this communication.

At the same time, it is recognized that the privacy of students, staff, volunteers and community members must be respected. To ensure that privacy and safety are safeguarded, the following guidelines should be met:

- The taking of photographs, films, audiotapes, digital images and recordings of any individual in the school is the collection of personal information and must comply with FIPPA (Freedom of Information and Protection of Privacy Act).
- “Informed consent” will be written permission from a parent/guardian for students under age 18
- employees are considered to have provided consent to being public representatives of the division and within reason have agreed to have their images, etc. published. The onus is on staff members to inform the division if they have individual concerns.
- parents/guardians shall be informed about the Division’s general intentions behind the use of photographs, film, etc.
- students’ last names shall not be included in any published photo, etc.
- all signed release forms are filed in the cumulative folder or other similar filing system
- an exclusion list of students not having consent is available
- parents/guardians will receive a reminder of the permissions that they have given at the beginning of each school year

**Reference: Appendix Sample of “Permission to Publish”**



# Permission to Publish

Lakeshore School Division believes in celebrating students and their achievements through publishing information to the broader community. Examples of such publishing includes, but is not limited to the following:

- Collaborating with media outlets (newspapers, radio, video)
- Divisional promotional material (brochures, etc.)
- School Newsletters
- School/Division Websites
- Divisional approved Social Media

News Media are occasionally invited into the schools to take photos, videos, or to obtain comments from students and staff. In such instances, this is done for the purpose of celebrating student achievement, showcasing learning experiences, or to promote school events within our communities.

STUDENT NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

**AS PARENT/GUARDIAN OF THE STUDENT LISTED ABOVE, I GIVE OR  
DECLINE CONSENT TO THE FOLLOWING:**

1. Lakeshore School Division and News Media may publish identifying pictures, video, audio, or text of/about my son/daughter or child in my legal care, and may include their name, classroom, and school (students appearing in photographs and videos will only be identified by their first name).
2. Lakeshore School Division and News Media may publish work created by my son/daughter or child in my legal care. Such work may include video, photos, audio recordings, written work, artwork, electronic media, and may include their first name, classroom, and school.

In giving or declining consent, I also understand the following conditions/exceptions:

*Lakeshore School Division has limited, or no control, over photographs and videos taken by news media and others in public locations, or at school sanctioned events/activities open to the public - such as sporting events, performances, and concerts. When members of the public are invited/permitted to attend an event, those in attendance may choose to take student photographs,*

*videos, and/or publish identifying information without requesting consent. In such instances, Lakeshore School Division cannot enforce or protect stated permissions.*

*Lakeshore School Division schools may choose to publicly recognize students for graduation, awards, public performance, and publish student yearbooks. In such instances, schools are permitted to publish both first and last names including identifying photographs without consent. Parents/Guardians desiring publication restrictions for such uses, may opt-out their children by special request. This can be done by contacting the school principal.*

*Information that is released and/or published by news media pursuant to this consent may be accessible world-wide. Materials created by media may continue to be accessed online, or in other forms, for an indefinite period of time thereafter. This consent may be withdrawn in writing, but will not have a retroactive effect.*

**REQUIRED - CHECK ONE BOX**

☐ I HAVE READ AND UNDERSTAND THE ABOVE, AND HEREBY **GIVE** CONSENT TO PUBLISH

☐

I HAVE READ AND UNDERSTAND THE ABOVE, AND HEREBY **DECLINE** CONSENT TO PUBLISH

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **DD / MM / YYYY**

**PARENT/GUARDIAN:** \_\_\_\_\_

\_\_\_\_\_  
(Or STUDENT if 18 yrs. or older)

**SIGNATURE PRINT NAME**

This consent shall remain in effect as long as the student is registered with the Lakeshore School Division, and needs to be signed by a parent/guardian only once. Each year, parents/guardians will receive a reminder of the permissions they have given for their child.

*Rev. 10/29/2019*

*Adapted from Hanover School Division*

# Permission to Publish Reminder

Lakeshore School Division believes in celebrating students and their achievements through publishing information to the broader community. Examples of such publishing includes, but is not limited to the following:

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When your child was registered in Lakeshore, you completed a form and selected whether or not the Division has permission to share/publish your child's picture etc. If you would like to be reminded of what you selected or would like to make an adjustment to your selection please contact your school.