[**Updating & Upgrading School Media & Publishing Release**](http://langwitches.org/blog/2010/12/25/updating-upgrading-our-schools-media-publishing-release/)

**Media Release & Permission to Publish**

Dear Parent/Guardian:

As part of our educational program, your child has the opportunity to publish digital media (documents, audio, images, video) and other projects on the Internet. This media might include student digital portfolios, blogs, wikis, podcasts, video clips, art work, science or research project, a photograph from an activity, or a collaborative project with other students locally or internationally. Only individuals with the password **seniors2** will be able to view and possibly respond to your child’s work by moderated comments.

We think that this is an exciting, enriching and twenty-first century skill-building opportunity for our students. Your child will only be able to participate in these educational activities if we have your written permission. Please consider the following options and initial next to the option you would permit. Then sign and return this form to your child’s teacher. Thank you for your cooperation.

**School Guidelines**

• Users are not permitted to publish any media with your child’s last name, telephone number, or address

• Online media may include only the first name and first letter of the student's last name

• Users are not permitted that any media include any information that indicates the location of a student at an exact hour, other than their attendance in school or participation in a past school activity

• Media must conform to the policies and procedure of Our Lady of Lourdes Prahran East

• Media must be reviewed and approved by a sponsoring teacher before its publication

• Published media will use appropriate language, spelling, and grammar according to developmentally and age appropriate levels;

• All published media will follow copyright laws and permission.

\* Avatar Definition: Online representation of oneself, usually in form of a non-identifiable icon.

**Parent/Guardian Permission**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grant INSERT SCHOOL NAME permission to publish

(parent/guardian’s name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ media on the internet as described

(student’s full name)

previously, including the following (**initial** all that apply):

No-name attached photograph

Group (no-names) attached photograph

Photograph or video associated with first name and first letter initial of the student's last name

Allow a staff member to show my child’s web based projects at job interviews as part of their resume.

Parent/Guardian Signature:

Date: \_\_\_\_\_\_\_\_\_\_\_\_

This permission form will be in effect for your child for the remainder of the academic year.

If, at any time, you decide to change this form, you can contact the school’s office to complete a new form.