**Media Release Consent/Permission to Publish**

Dear Parent(s)/Guardian(s):

To comply with the Data Protection Act, schools must request parent(s)/guardian(s) permission before staff or students take/use images of members of the school.

As part of our educational program, your child and staff members have the opportunity to publish digital media (documents, audio, images, video) and other projects on the internet and within the school grounds. 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.

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**

* Media will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school
* Online media: The school will ensure that when images are published that the young people cannot be identified by the use of their names
* Blogs: Students cannot use their image, but instead can use an avatar \*
* Offline media (e.g. newspapers): Users are not permitted to publish any media with your child’s last name, telephone number, or address
* 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 procedures of INSERT SCHOOL NAME
* 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: An online cartoon representation of oneself, usually in form of a non-identifiable icon.

In accordance with guidance from the Information Commissioner’s Office, parent(s)/guardian(s) are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone’s privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should a parent(s)/guardian(s) comment on any activities involving other students / pupils in the digital / video images.

**Media Release Consent/Permission to Publish Consent Form**

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

(parent/guardian’s name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ media within the school grounds, in a newspaper or on the internet

(student’s full name)

as described previously, including the following:

**Initial** all that apply:

No-name attached photograph

Group (no-names) attached photograph

Video of a student (stored online but accessible only via offline QR codes or via password protected blogs)

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

As outlined above, I agree that if I take digital or video images at, or of, school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

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.