

POLICY NO. ASD-W-360-7A.

STUDENT PHOTOGRAPHS AND STUDENT INFORMATION --  
PARENT/GUARDIAN CONSENT FORM  
APPENDIX A

Category: Educational Services

Effective: August 2017

The Anglophone West School District and its schools are required to comply with legislation which protects students' personal information, in particular the *Education Act*, the *Right to Information and Protection of Privacy Act* ((RTIPPA) and the *Personal Health Information Privacy and Access Act* (PHIPPA). Parents/guardians of students under the age of 18 must be informed of how personal information is used and to give permission for those uses. Throughout the school year, student information may be used and disclosed for a variety of purposes (e.g., academic achievement, student celebrations, school photos). The following uses of your/your child's personal information require specific consent from you.

I, \_\_\_\_\_ give consent for \_\_\_\_\_  
*name of parent/guardian (or student over 18)* *(name of school)*  
to use and disclose personal information regarding my child/me \_\_\_\_\_  
for the activities checked below. *(name of student)*

**Please check the appropriate boxes:** (to be completed for all students K-12)

- Yes, my child's name and grade level may be released to a school photographer for school pictures.
- Yes, my child's name and grade level may be released to a school photographer for a student identification card.
- Yes, my child's name and grade level may be released to a school photographer for a school directory.
- Yes, my child's name, photo and video may be published or broadcast by media organizations for academic recognition or school extra-curricular activities.
- Yes, my child may participate in news conferences or public events that may be published or broadcast by media organizations.
- Yes, my child's name and photograph may be published in the school yearbook.
- Yes, if relevant for the safety of my child, my child's name, grade level, photograph, medical condition and emergency procedures may be posted in the school for appropriate staff's use during an emergency situation.
- Yes, my child's name, photo and video may be published on school or district website/social media pages (including, but not limited to, Facebook, Twitter, Instagram, You Tube) for academic recognition or school extra-curricular activities.
- Yes, my child's personal accomplishments may be recognized within the school community such as student of the month, athlete of the month or other award/recognition these could be announced over the schools PA system or published in the school newsletter or posted on the school website/social media pages (including, but not limited to Facebook, Twitter, Instagram, You Tube).
- Yes, my child may be photographed and/or audio/video recorded by educators for assessment and instructional purposes.
- Yes, my child's name and/or photo may be listed publicly throughout the school in classroom, administration and recognition boards in the school. Examples: classroom names on cubicles, hooks etc., honor roll recognition boards in hallways, etc.
- Yes, my child's name, student number, parental/guardian names, student date of birth and student course scheduling information may be released securely to KEV Software Inc., for its sole purpose of use in School Cash Online. This program allows parents online access to pay electronically and securely for all school fees and events.

**If your child is in Gr. 12 please check the following boxes that are applicable:**

- Yes, my child's name and/or photo may be listed in graduation composite.
- Yes, my child's name and/or photo may be listed on a graduation list/program.
- Yes, my child's name and/or photo may be listed on a graduation invitation.
- Yes, if requested, both my child's name and address can be released to an elected official for recognition purposes for the graduation from High School.
- Yes, if requested, my child's name can be released to media organizations.

Continued on Page 2 – Signature Required on Page 2



STUDENT PHOTOGRAPHS AND STUDENT INFORMATION -  
PARENT/GUARDIAN CONSENT FORM  
APPENDIX A

Category: Educational Services

Effective: August 2017

**Right to Revoke Consent**

You have the right to revoke consent at any time. Your revocation of consent must be in writing to the Principal of the school. Note that your revocation of consent would not be retroactive and would not affect uses or disclosures already made according to your prior consent.

**Notes:**

1. Students involved in performing arts, scholastic competitions or athletic activities perform or compete in public venues, including school. It is reasonable to expect that photographs or videos may be taken by spectators and the media. Once parents/guardians or other members of the public are invited, the event becomes a public event and anyone in attendance is allowed to take photographs or videos without first obtaining consent. Visitors are reminded to be respectful of other individual's privacy, but the school is not able to control the images captured in these situations and the images may be shared by that person on social media sites.
2. Video surveillance equipment may be used in schools to enhance the safety of students and staff, to protect property and to aid in the identification of intruders or other persons who may pose a risk to school community members.
3. If the form is not returned, the default answer is "no" to all the questions.



\_\_\_\_\_  
Signature Parent/Guardian  
or Student (over 18)

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Date

If you have any questions regarding our privacy practices, or wish to express your concern about how we have handled your personal information, please contact:

Coordinator, *Right to Information and Protection of Privacy Act*  
(506) 453-5454  
Anglophone West School District  
1135 Prospect Street  
Fredericton, NB E3B 3B9

Further information on the *Right to Information and Protection of Privacy Act* can be found online at [www.qnb.ca/info](http://www.qnb.ca/info) or by contacting the Information Access and Privacy Unit of Service New Brunswick at [info.priv@snb.ca](mailto:info.priv@snb.ca) or by phone at (506) 444-4180.

