



Moose Jaw Office
502 - 6th Avenue N.E
Moose Jaw, SK S6H 6B8
Phone 306.694-5333
Fax 306.692-2238

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

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

The school may wish to use the personal information that it collects about a student for the following purposes:

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| <p>1. Education purposes in the school community</p> <ul style="list-style-type: none"> • student’s name, grade level and age, individual photographic or video image, team photo, candid or special event photos for the purposes of: <ul style="list-style-type: none"> ○ school calendar, newsletter, or other school publications ○ honour roll, graduation, academic activities and achievement, school related athletic activities and achievements • student work, such as: art work; writing samples; audio, video or photographic presentations; individual commentaries or interviews for the purposes of <ul style="list-style-type: none"> ○ educational or promotional use ○ display student work in the school or division office(s) ○ display student work at school sponsored events |
| <p>2. Public media including the Internet</p> <p>Sharing information with newspapers, radio and television and other media including the school or school division website may include:</p> <ul style="list-style-type: none"> • images of <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ winners of awards, contests, competitions ○ congratulatory messages for graduation, academic or athletic achievement • student commentary <ul style="list-style-type: none"> ○ media interviews with student upon request to the school/school division |
| <p>3. Class lists</p> <p>Sharing home contact information to classmates, a home room parent group or the School Community Council 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.)</p> |

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 is 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.

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 keep this information page for future reference.
If you require further information please contact: Geri Hall, Superintendent of Learning**





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

I agree that the Holy Trinity 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:

- 1. For education purposes in the school community**
- 2. For the public media including the internet**
- 3. Class Lists**

(Please check purposes for which you agree to provide permission.)

I HAVE READ AND UNDERSTAND THE ABOVE and hereby 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 Holy Trinity Catholic School Division and needs to be signed only 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.

Notification Regarding Yearbook

Your child's picture will be taken and included in the school yearbook. If you wish to **opt out**, please contact the Principal of your child's school.

