Consent to Share Personal Information

To protect the privacy of our students, no personal information is provided to the public without informed consent. A parent/guardian gives informed consent when they agree to the sharing of personal information, understand what will be shared, for what purposes it will be used, and who will receive the information.

UPPER GRAND DISTRICT SCHOOL BOARD

We are very proud of our students and our school, and because we are, we like to share student and school successes with the community. When we identify a student by name and/or photo in a newsletter, newspaper/news website, on social media, or on a class, school or board website or other web service provider, we must have the informed consent of the parent/guardian or adult student (18 years of age or older).

Please read the following information and complete the areas indicated. If you have any questions or concerns, please contact the principal. At any time, you may withdraw your consent by contacting your principal. A new form will need to be completed.

School Newsletters/School Websites:

With your consent, we may include photos and stories about students. Stories will only include the students' first name unless informed consent has been obtained to include students' last name.

Media:

It is possible that during special events that your child may be interviewed by the media and/or have their photograph taken. First and last name, grade and school may also identify the child. This information may be included not only in the hardcopy version of the newspaper but also on the media outlet's website and their social media. UGDSB is not responsible for any information posted by the media on its website, as it is outside of the custody and control of the board.

UGDSB Websites and Social Media:

Refers to all official board-managed websites and social media accounts including, but not limited to, board departments, school, clubs, teams and classes.

Please note, that photos approved for UGDSB website and social media use *may* also be used in the UGDSB Annual Report (shared digitally).

Examples of social media include, but are not limited to, Facebook, Instagram, and YouTube.

As outlined in Communications – Website and Social Media Management Procedures 216-B, the following may be posted **with consent**:

- photos of students that may include the student's first name only
- videos of students during special events (e.g., sports activities, performances, receiving recognition, etc.)
- samples of students' work (for example, art, writing, science projects) may be posted with the student's first name

All polices are available on the Board website at www.ugdsb.ca/policy

By signing below, you are providing your consent decision. Please print clearly.

Student's First Name: _____ Last Name: _____

Homeroom Teacher: _____ Grade: _____

☐ **YES**, I give **consent** to all of the above
☐ **YES**, I give **consent to only the following:** _____
☐ **NO**, I **do not consent** to any of the above

Name of Parent/Guardian: _____ _____
[print] Date

Parent/Guardian/Adult Student (18+) Signature: _____