

# Consent for the Use and Disclosure of Student Information

Please fill out the Consent Form (on the back of this page) and return this document to your child's school.

Please complete one document per child.



## Sharing of Good News and Student Achievements

The Ottawa Catholic School Board shares its good news stories. From time to time, school and/or classroom activities such as student projects, achievements, activities, plays, athletics and presentations are photographed or recorded by school or Board staff. Sharing these photographs and recordings is an important way to celebrate and remember these activities.

Student work, image and/or video or voice recordings will be used or disclosed for the purposes outlined below only when parent/guardian consent is provided on this completed form.

## Showcasing Notable Student Work and Accomplishments

1. Information including student names, photographs, videos or student work, as well as details about an event, activity, sport or accomplishment, may be shared on various platforms, including, but not limited to, the following:

- School yearbooks in any format (student name and photograph)
- Community publications such as school newsletters (online or print)
- Products that showcase written submissions or artwork from students
- Board/school communication channels (websites, social media, publications)
- Local or national media publications (online or print)

2. School activities such as projects, plays, athletics, and presentations may be photographed or recorded by school or Board staff and reported in school and Board newsletters, on social media platforms, including, but not limited to, Twitter, Facebook, Pinterest, and YouTube, and/or on school and Board websites. Students will only be photographed and identified with appropriate consent.

3. When reporters from newspapers, television, and radio are invited to the school to report on newsworthy events or activities such as graduations, student achievements/awards, and current events, their reports/articles may include photos of groups of students.

Parents/guardians and students (over the age of 18) should be aware that when students participate in school events on or off school grounds, the school Principal is unable to prevent any media exposure, photographs or recordings which may be posted online by a third party.

If you have any concerns regarding the release and sharing of such information, please speak directly to your school Principal. By completing this form, you understand that you can, at any time, revoke/grant consent by informing your school Principal. This form will remain active in your child's file at school until replaced by a revised form. **Failure to submit this form will be interpreted as consent for publishing your child's name and photograph in the yearbook only.**

Please check one of the following:

**YES, I consent** to the use of my child's name, work, photo, and/or video or voice recordings in yearbooks and other school publications, on school or board websites and social media sites, and/or shared with other students/families; and for my child to be photographed, recorded or interviewed by the media as outlined above.

**OR**

**NO, I do not consent** to the use of my child's name, work, photo, and/or video or voice recordings in yearbooks and other school publications, on school or board websites and social media sites and/or shared with other students/families or for my child to be photographed, recorded or interviewed by the media.

**OR**

**ONLY yearbook** I only consent to the use of my child's name and photo in the school yearbook. I do not consent to the use of my child's name, work, photo, and/or video or voice recordings in other school publications, on school or board websites and social media sites, and/or shared with other students/families or for my child to be photographed, recorded, or interviewed by the media.

**Information Collection Authority and Purpose:** Pursuant to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)*, personal information is collected under the statutory authority of Section 265(1)(d) of the *Education Act*, as amended. This information may be utilized for any or all of the primary administrative functions relating to the operational activities of the Ottawa Catholic School Board, including educational programs and services, student records, and interactions with Ministries of the Government of Ontario. The Board's '[Notice of Collection Use and Disclosure](#)', the '[Protection of Privacy Policy](#)', and the supplementary document '[Privacy and Information Management of Personal Information](#)' are accessible on the Board's website at [www.ocsb.ca](http://www.ocsb.ca). Inquiries may be directed to the school Principal or to the Privacy Officer, Ottawa Catholic School Board, 570 West Hunt Club Road, Nepean, ON K2G 3R4. Contact information: 613-224-2222 | [info@ocsb.ca](mailto:info@ocsb.ca).

Name of student: (please print)		
Name of parent/guardian: (please print)		
Signature of parent/guardian:		Date:
Signature of student: (18 years or older)		