

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:
 - i. School yearbooks in any format (student name and photograph)
 - ii. Community publications such as school newsletters (online or print)
 - iii. Products that showcase written submissions or artwork from students
 - iv. Board/school communication channels (websites, social media, publications)
 - v. 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 for the purpose of reporting 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.

Consent Form



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.

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.

Information Collection Authorization: In accordance with Section 29(2) of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, 1989. This information is collected under the legal authority of Section 265(1)(d) of the *Education Act* (R.S.O. 1990 c.E.2) as amended, and may be used as necessary for some or all of the following principal administrative purposes related to: The Ottawa Catholic School Board's operation, school programs and educational services, student records, and Ministries of the Government of Ontario. The Board's 'Notice of Collection Use and Disclosure' & the 'Protection of Privacy Policy' support document entitled 'Privacy and Information Management of Personal Information' may be viewed on the Board's website at www.ocsb.ca.

Please contact your school Principal with questions, and/or the Freedom of Information Coordinator, Ottawa Catholic School Board, 570 West Hunt Club Road, Nepean, ON K2G 3R4. Phone: 613-224-2222 | info@ocsb.ca

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