

Administrative Procedure Form

APF-1400.1

Parent/Guardian Permission for Use of Student Work and Personal 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*. This may include situations within the student's school, the School Division and/or the community.

1. Education Purposes in the School Community

The school/School Division will occasionally wish to share student information or student work specifically for purposes related to education and the school. The information and purposes for which it would be shared may include the following:

- a. Student's name, grade level and age, individual photographic or video image, team photo, candid or special event photos for the purposes of:
 - i. school calendar, newsletter, other school publications, or internal school websites, which are password protected.
 - ii. honour roll, yearbook, graduation, academic activities and achievement, school related athletic activities and achievements.
- b. student work, such as: art work, writing samples, audio, video or photographic presentations, individual commentaries or interviews for the purposes of:
 - i. educational or promotional use.
 - ii. display student work in the school or Education Centre.
 - iii. display student work at school sponsored events.

Note: Student lists may be distributed electronically and/or in paper copy to a limited circulation list as noted.

2. School and School Division Public Websites and Social Media Accounts

There are times when the school or School Division wishes to publish school-related information in a wider form such as on school and/or School Division public websites or on school and/or School Division social media accounts accessible via the Internet.

Examples may include the following types of information sharing:

- a. Images of individual student without student's first and last name, teams or other school groups, school events and activities.
- b. Announcement of names, grade level and age:

- i. winners of awards, contests, competitions.
 - ii. congratulatory messages for graduation, academic or athletic achievement.
- c. Student commentary.

Images and narrative posted on the website and social media accounts are publicly accessible. Prairie Valley School Division is responsible for the content of the Prairie Valley School Division and School public websites and social media accounts, but is not responsible for what other users may do with images or content posted on the sites.

3. Public Media

There are times when the school may wish to share information with newspapers, radio and television and other media related to student achievement and school activities and celebrations. Also, there are times when news media are invited to attend school and/or School Division events at which students are in attendance. Examples may include:

- a. Recording or photographing images of:
 - i. individual student with or without student's first and last name.
 - ii. teams or other school groups.
 - iii. school events and activities.
- b. Announcement of names, grade level and age:
 - i. winners of awards, contests, competitions.
 - ii. congratulatory messages for graduation, academic or athletic achievement.
- c. Student commentary:
 - i. media interviews with a student upon request to the school/School Division.

4. Class Lists

Schools require permission to share student information (including home contact information):

- a. With classmates, a home room parent group or School Community Council to assist with organization of school events.
- b. In the event of an emergency situation.

5. Graduate Congratulatory Messages

Schools may receive request for graduate lists for congratulatory purposes from:

- a. Members of Parliament or Members of the Legislative Assembly.

In sharing any information, the school and School Division will display due diligence with respect to privacy legislation and parental permissions; being mindful to balance the inherent risk associated with posting of information in public or on the Internet with the interests of students in sharing the pride of their achievements.

Special situations may arise during the school year where a separate form may be utilized for parental consent.

Please keep this information page for future reference. For more information contact:

Prairie Valley School Division
Privacy Officer/LAFOIPP Coordinator
Email: privacy@pvsd.ca
Phone: 306.949.6395

I agree that Prairie Valley School Division may use the work produced by my child _____, and/or images/commentary of my child with or without my child's name and for any lawful purpose, including for example such purposes as publicity, illustration, promotion and Web content without remuneration or payment for the following purposes:

Please check if you agree to provide permission for the following purposes.

- For education purposes in the school community, including password-protected internal websites
- For use on school and/or School Division public websites and social media accounts
- News media
- Class lists
- Graduate congratulatory messages

I HAVE READ AND UNDERSTAND THE ABOVE and hereby consent to the collection and use of information as indicated above.

Parent/Guardian Name (print)

Student Name (print)

Parent/Guardian Signature

Date (MM/DD/YY)

This consent shall remain in effect as long as the student is registered with Prairie Valley 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.

Please return this page to the school.

Prairie Valley School Division collects personal information for the purpose of providing education services and is subject to the Local Authority Freedom of Information and Protection of Privacy Act.