

SCHOOL DISTRICT NO.71 (COMOX VALLEY)

POLICY MANUAL

Policy: 3000MR3

Board Presented: 25/06/2013

Revision: 1

REGULATION

Freedom of Information and Protection of Privacy Release of Information / Media Access to Students

Legislative changes to the *Freedom of Information and Protection of Privacy Regulation Act* (FIPPA) (BC Reg. 155/2012) require substantive changes to School District procedures relating to parental consent to the School District's collection, use and sharing of student names/images (photographs, videos etc.) for education and related purposes. The changes affect the procedures for obtaining parental/student consent and providing notice to parents regarding media access to students. Section 79 of the *School Act* obliges the Board of Education to "ensure confidentiality of the information contained in the student records and ensure privacy for students and their families".

The following guidelines are to be observed with respect to obtaining consent to the School District's collection, use and disclosure of student images (photographs, videos etc.) for education and related purposes, and notice to parents of media access to schools.

Student Names/Images Consent:

1. Effective September 2013, and annually thereafter, every parent/guardian and high school student shall be provided a *Personal Information Consent* as prescribed in this Management Regulation (Form 1). Schools shall maintain a record of issued and returned forms.
2. In accordance with FIPPA, student names/images information shall not be used or shared for the purposes set out in Form 1 unless the *Personal Information Consent* form has been returned and consent has been obtained.

Notice to Parents and Students: Outside Media in Schools:

1. Effective September 2013, and annually thereafter, schools shall advise every parent/guardian and high school student that outside media may be present in the school during the school year. Notification shall be achieved by distributing the *Notice to Parents and Students: Outside Media in Schools* (Form 2). Schools shall maintain a record of issued and returned forms.
2. Schools can proceed on the basis that parent/guardians and high school students have received and read the notices intended for them. Failure to return the form is not equivalent to a refusal to permit media access to the student.
3. Schools shall establish a tracking method to administer the return of any *Notice to School District* forms where parents/guardians and high school students indicate an objection to media exposure. Schools shall control media access to schools and tell parents when media is scheduled at the school.

**School District No.71 (Comox Valley)
Personal Information Consent**

For parents and high school students: Please complete, sign, and return to your school.*

Student's Name: (Last) _____ (First) _____
(please print)

School: _____

Collection, use, and sharing of student personal information

Schools and Districts are authorized to collect, use, and share student personal information that is directly related to and necessary for their educational functions. For other school or education-related purposes, parental or student consent is required.

The Board of Education of School District No. 71 (Comox Valley) is seeking your consent to collect, keep, use and share photographs, videos, images, and/or names of students in a variety of publications and on the school or District's website(s) for education related purposes, such as recognizing and encouraging student achievement, building the school community, and informing others about school and District programs and activities.

For example, student names, and/or images may be used or shared in

- school and District communications, such as newsletters, brochures, and reports in limited or public circulation;
- school and District websites, social media sites (e.g. Facebook), and online video (e.g. YouTube), with limited or public access;
- videos, CDs, and DVDs designed for educational use only.

Please check A OR B (not both)

A. _____ I GIVE MY CONSENT for the school or District to collect, use, and share my child's name and/or image for purposes consistent with the above. I understand that images and information posted on the internet may be stored and accessed outside of Canada.

This consent may be withdrawn at any time in writing but withdrawal of consent does not require the school or District to take any steps to withdraw from publication any previously published material. Unless withdrawn, this consent is effective immediately and lasts until September 30 of the next school year.

B. _____ I DO NOT CONSENT to the use and disclosure of my child's name and/or image for the above purposes for this school year.

Date: _____

Parent/Guardian* Name: (Last) _____ (First) _____
(please print)

Parent/Guardian Signature: _____

Parent/Guardian Contact Information (for contacts related to this notice)

Telephone No.: _____ **Email:** _____

**For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.*

For Students:

I consent to the school and District collecting, keeping, using, and sharing my image and name for educational purposes such as recognizing and encouraging student achievement, building school community, and informing others about the school and District, its programs, and activities.

Student Signature: _____

If you have questions about this consent or about the collection of student personal information, you may contact:

School District Information and Privacy Officer

Business Address: 607 Cumberland Road
Courtenay, BC
V9N 7G5

Telephone No.: 250-334-5500

School District No.71 (Comox Valley)
Notice to Parents/Guardians and Students: Outside Media in Schools

For parents and high school students: Please complete, sign, and return to your school.*

Student's Name: (Last) _____ (First) _____
(please print)

School: _____

Media (including radio, television, newspapers, and other print and online media) are sometimes permitted or invited to come to the school or to school activities and allowed to take photos or video or conduct interviews with students, for the purposes of promoting public understanding of school programs, building public support for public education, and encouraging student achievement.

If you do not want your child to be involved in such activities, you need to:

- tell your child to avoid these situations,
- tell your child's teacher of your wishes,
- complete and return the form on the back of this page to ask the school and school district to take reasonable steps to avoid this type of publication of your child's name, image, or personal information by outside media.

Note that school and district staff cannot control news media access, photos/videos taken by the media or others in public locations (such as field trips or off school grounds) or school events open to the public, such as sports events, student performances, school board meetings, etc.

For Parents: I acknowledge receipt of this Notice. If I have questions I will contact the School District Information and Privacy Officer.

Parent's signature

For Students: I acknowledge that I am primarily responsible for protection of my personal privacy while at school and at school activities and will take appropriate steps to do so.

Student's signature

**For parents who have court orders describing their parental rights, this form should be signed by the parent who has the right to exercise the student's privacy protection rights.*

Notice to School District re: Outside Media

NOTE: *To be completed only if you wish to register an objection to publication of your child's personal information by outside media at school events.*

I do not want my child's image or name being published by outside media. I have told my child's teacher of my wishes. **I REQUEST** that the school district and its staff take all reasonable steps to avoid having my child's image or name collected or published by outside media when they are present in school or at school activities at the invitation of the school or school district. **I CONSENT** to disclosure by the school district or its staff of the personal information that is necessary to give effect to this request. **I MAY** choose to override this Notice by giving my consent in a specific circumstance. This request applies during the current school year unless I expressly revoke it.

Date: _____

Parent/Guardian* Name: (Last) _____ (First) _____
(please print)

Parent/Guardian Signature: _____

Parent/Guardian Contact Information (for contacts related to this notice)

Telephone No.: _____ **Email:** _____

**For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.*

For Students:

I am aware of my parent's wishes as expressed above. I understand that I am primarily responsible for the protection of my own privacy at school and at school activities and will take appropriate steps to do so.

Student Signature: _____

If you have questions about this notice or about the collection of student personal information, you may contact:

School District Information and Privacy Officer

Business Address: 607 Cumberland Road
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