

## **CONSENT AND RELEASE FORM**

### **(Publishing and Sharing Student Information and Work)**

Prairie South Schools celebrates student achievement. We strive to share this success, to help all our students and educators learn from it; to inform parents, guardians, and our school communities; and to record and report on strengths and challenges. The *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* requires that parents/guardians and age of majority students provide informed consent before we can share any student information or images. Below is a description of the types of student information or images that the school division, school or news media may share. Please note social media changes rapidly so this list may not be complete.

#### School/School Division Newsletters

These documents may contain information about student, class or school achievement, upcoming events and other information that parents and guardians should know. Pictures of students and their first names may be used. This document may be printed and sent home, and/or may be available on the school website or social media platforms (Facebook, Twitter, Instagram).

#### School Division Publications

Prairie South School Division may develop informational or promotional items such as brochures, flyers, and marketing materials. This information would be used to inform parents, school families and the public of programs, services, and events at Prairie South Schools. This information may be printed or used on school or school division websites or social media. Student first names may be used.

#### Video, Multimedia, Photography created as school or school division-based projects

This material will be used for educational and information-sharing based purposes. This material will be used for professional development of staff and for student learning. It may be shared in classrooms, at conferences and meetings open to the public and on the internet. Student information shared on websites may include student first names, pictures, grade, and school name.

#### Websites

Schools and the school division have websites. They contain information about what is going on in schools and the school division, student achievements, classroom projects and activities, as well as upcoming events and information that may be of interest to the parents, school communities, other educators, and the public. Student information shared on websites may include student first names, pictures, grade, and school name.

#### Social Media

Prairie South School Division makes use of a variety of social media platforms to inform, promote, and communicate with parents, school communities, other educators, and the public. Content may include information that is used in any of the above-described items and may contain student first name, school name, grade. Educational purpose information posted may also include student work assignments and projects. Social media platforms currently used include Facebook, Twitter, Instagram, YouTube, etc., as well as a variety of other information sharing platforms that are used between teachers and parents/guardians, such as Seesaw.

### News Media

From time to time, news media visits schools and may interview students. Only students who wish to be interviewed will be. News media coverage may be available publicly on newsprint, radio, television, websites, and social media. Student full names, grade and school name may be used. Any interviewing of students that is done will always be in the presence of that student's teacher, or school/school division staff member.

### A Note about Sports Reporting

*Students may participate in sporting events and competitions as part of a team or annual event. These sports activities often take place in locations that are open to the public. Student achievement in sports, especially in football, basketball, track, etc. is occasionally reported on by the Saskatchewan High School Athletic Association (SHSAA) and news/sports media. This reporting will usually include student full name, grade/age, school name and achievement/place/standing. As this information is documented publicly, Prairie South School Division cannot control its use. Parents wishing to not have their child's information shared may have to make special arrangement with the coach/tournament organizers.*

### School Yearbook

Primarily used in high schools, the yearbook includes student achievements and school activities. This document is not available on the internet, it is printed and distributed only to students and their families who purchase it.

In keeping with Saskatchewan LAFOIP, parents/guardians and students who are of the age of majority must provide informed consent before student images, work or information is shared. This form describes how and where sharing may occur. Please fill out the information below as appropriate.

**Note:** *This is a multi-year release form. By filling it out and signing it, you give your consent for the student named below (or for yourself if you are a student aged 18 or older). This form will remain in force unless changed by the parent/guardian/adult student for the duration of the student's time at Prairie South Schools. Changes to this form may be made at any time by contacting the school principal.*

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Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_

☐ I give permission for my child/ward/self to be photographed and/or have personal information shared as described above.

☐ I do **not** give permission for my child/ward/self to be photographed and/or have personal information shared as described above.

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student (if 16 years or older)

\_\_\_\_\_  
Date

*Note: Parent/guardian consent is necessary for students younger than 16 years of age. For students aged 16 to 17, both parent/guardian and student consent are required. For students 18 years or older, only student consent is required.*