

The Board of Trustees believes that information describing the activities of the Division must be provided to parents/guardians, staff, students and the general public. Student work, including articles, poems, drawings, audio and video material and student images may be used in internal and external communications such as newsletters, community reports and school or Division internet websites.

The Board also recognizes that the privacy of students must be respected. To ensure this privacy is safeguarded, informed consent must be obtained.

In general terms informed consent means obtaining written permission to publish personal information or student work. This consent must be obtained from a parent/guardian if a student is under the age of eighteen (18) years, or from a student if he/she is eighteen years of age or over.

Informed consent must be obtained prior to the following occurring:

- publication of personal information or student work in any Frontier School Division publication including the Division's websites,
- interviewing, photography, or videotaping of any student by the media,
- publishing, reproducing, displaying or posting of student information and work for school-related non-profit educational purposes outside the Division.

To ensure that privacy of students is safeguarded, the regulations outline the circumstances where informed consent is required, the procedures for obtaining the consent and the consent forms to be used.

Information: [The Public Schools Act](#)  
[The Freedom of Information and Protection of Privacy Act](#)

Adopted September 1, 2009		
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## 1. Circumstances Requiring Informed Consent

- a. Informed consent must be provided prior to:
  - i. the school/Division showing or publishing the student's personal information or work in Division wide publications and/or forums;
  - ii. posting the school's newsletter to Frontier School Division's website, if it includes the student's name or other personal information, or the student's work;
  - iii. allowing the student to be photographed, interviewed or videotaped by the media;
  - iv. allowing the student's work and information to be published, reproduced, displayed or posted for school related non-profit educational purposes outside the Frontier School Division. This also includes posting of the student's work and information on Frontier School Division's controlled website.
- b. Informed consent is also required in the following circumstances:
  - i. Except at public events, informed consent is required before a member of the media may make recordings of a student at school (if the student is identifiable) or of the student's work. The Principal or designate is responsible for ensuring the consent is obtained.
  - ii. When an outside organization or business, other than mass media, has received permission from the Division to make recordings of students during the school day, the outside organization or business shall provide the parental permission/release forms, which will be sent home with a cover letter from the Principal outlining the proposed project. The Principal will allow only those students with the signed release forms to be recorded for the project.

**2. Procedures for Obtaining Informed Consent**

The following procedures shall be used to obtain informed consent.

- a. The forms to be used are:
  - i. “Informed Consent – Parent/Guardian Consent for Students under the age of 18 years”. (Exhibit G.2.A– EX1)
  - ii. “Informed Consent – Students over 18 years of Age and Adult Education Students”. (Exhibit G.2.A-EX2)
- b. The Principal shall:
  - i. forward the “Informed Consent” forms to parents/guardians and adult students at the beginning of each school year and as new students enroll during the year;
  - ii. file all signed consent forms in each student’s cumulative file or in a binder or other appropriate location; and,
  - iii. ensure that an up-to-date exclusion list is available identifying students who do not have signed “Informed Consent” forms.

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## Parent/Guardian Consent for Students Under the Age of 18 Years

Please complete and return this form to the school as soon as possible. This information will be kept on file for reference throughout the school year.

Student Name (print) \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_

### 1. Publish or Display Student Work

\_\_\_\_\_ I CONSENT to Frontier School Division publishing or showing my child's photograph, name, grade, school and samples of my child's work in various publications or at Division organized or sponsored events. I understand that photographs of students posted to the school or Frontier School Division website will not identify students by name.

\_\_\_\_\_ I DO NOT CONSENT to Frontier School Division publishing or showing my child's photograph, name, grade, school and samples of my child's work in various publications or at Division organized or sponsored events.

### 2. Media

\_\_\_\_\_ I CONSENT to my child being photographed, videotaped or interviewed by the media.

\_\_\_\_\_ I DO NOT CONSENT to my child being photographed, videotaped or interviewed by the media.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note:

1. Should circumstances change during the school year, you may change your consent at any time by contacting the school Principal in writing.
2. This personal information is being collected under the authority of *The Public Schools Act* for school related purposes. It is protected by the *Freedom of Information and Protection of Privacy Act*.

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## Students Over the Age of 18 Years and Adult Education Students

Please complete and return this form to the school as soon as possible. This information will be kept on file for reference throughout the school year.

Student Name (print) \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

### 1. Publish or Display Student Work

\_\_\_\_\_ I CONSENT to Frontier School Division publishing or showing my photograph, name, grade, school and samples of my work in various publications or at Division organized or sponsored events. I understand that photographs posted to the school or Frontier School Division website will not identify me by name.

\_\_\_\_\_ I DO NOT CONSENT to Frontier School Division publishing or showing my photograph, name, grade, school and samples of my work in various publications or at Division organized or sponsored events.

### 2. Media

\_\_\_\_\_ I CONSENT to being photographed, videotaped or interviewed by the media.

\_\_\_\_\_ I DO NOT CONSENT to being photographed, videotaped or interviewed by the media.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note:

- Should circumstances change during the school year, you may change your consent at any time by contacting the school Principal in writing.
- This personal information is being collected under the authority of *The Public Schools Act* for school related purposes. It is protected by *The Freedom of Information and Protection of Privacy Act*.

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