AP 324 – Student Photograph/Video and Media Consent

Background

The collection, use and disclosure of personal information by a school district are governed by the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and the *Freedom of Information and Protection of Privacy Regulation.* This includes use of a student's photo on district materials and electronic properties (e.g. websites.) The *School Act* obliges district staff to "ensure confidentiality of the information contained in the student records and ensure privacy for students and their families". This includes access to students by news media.

Procedures

General consent forms are to be obtained on an annual basis for each student in the Abbotsford School District as follows:

1. General photo/video and media consent requirements
    - 1.1 Consent must be provided for video and audio recordings as well as photos of individual students.
        - 1.1.1 Photograph/Video and Media consent can be given via a digital consent form or written form to be kept on file throughout a student's time at that school. If the student changes schools within the district the form should move with the student's files.
        - 1.1.2 If no form is returned or if the consent section is not completed, it must be registered as 'no consent' for that student.
        - 1.1.3 An annual 'no consent' list should be maintained in the school office.
    - 1.2 Consent is not required for public events. School and district staff cannot control news media access in public locations (e.g. field trips or off school grounds) and have limited control at school events open to the public, such as sports events, student performances, school board meetings, etc.
2. In class/school consent for access to students by media/photographers
    - 2.1 Parental/Guardian consent for recording and use of a student's photograph, video image or audio recording in a classroom or school setting (i.e. non-public.) must be received in advance.
    - 2.2 For in-school interaction with media, obligations under the *School Act* can be met by:
        - 2.2.1 taking steps to control access by media to the schools and students and avoiding situations that would likely be considered an invasion of privacy. There may be circumstances where this in unavoidable.
        - 2.2.2 providing advance notice to parents and students so they may "opt out" of events;

2.2.3 advising parents when media presence is scheduled at the school;

2.2.4 ensuring students with non-consent are identified to media/camera operators and are not included in any photographs, video or audio recording.

3. Yearbooks produced by a school are for the use of students and the school community. They are not a public document. Other than to students and their families, school yearbooks are not to be further distributed outside the school, including: to local libraries, museums/archives, businesses or sponsors, or any other organization. School yearbooks are also not to be available to general members of the public. In school libraries, yearbooks may only be available on request. Alumni may come to the school to view the appropriate book for the years they attended the school, but yearbooks must stay at the school.

4. When possible, for photographs or videos of students, staff should endeavour to use school district owned devices and not personal equipment.

Appendix AP 324-1 Photograph/Video and Media Consent Form

AP 324-1 - Photograph/Video and Media Consent Form

In accordance with the BC *Freedom of Information and Protection of Privacy Act*, the Abbotsford School District is seeking your consent to collect, retain, use and disclose photographs, videos, images, audio, and/or names of students in a variety of publications and on the School District's website(s) for education related purposes, such as recognizing and encouraging student achievement, and for the purposes of building the school community and informing others about the school district, its programs and activities.

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

- School and School District communications, such as newsletters, brochures and reports;
- School yearbooks
- School and School District websites, social media sites/video channels such as Facebook and YouTube;
- External media communications such as newspaper or television or online, including photographs, videotape and/or interviews (restricted to events where media is invited to school-related events);**
- Videos, CDs and DVDs designed primarily for educational use.

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

Please complete and return to your school:

_____ **I DO GIVE MY CONSENT** for the School District to collect, use and publicly disclose my child's name, voice and/or image for purposes consistent with the above for this school year. I understand that images posted on the internet may be stored and accessed outside of Canada.

_____ **I DO NOT GIVE MY CONSENT** for the School District to collect, use and publicly disclose my child's name, voice and/or image for purposes consistent with the above for this school year.

Student's Name: LAST _____ FIRST _____
(please print)

Student signature (for Secondary school students only) _____

Parent/Guardian Name: LAST _____ FIRST _____
(please print)

Parent/Guardian Signature _____

Parent/Guardian Phone #s _____ Date _____

School _____

District Freedom of Information and Protection of Privacy Officer:
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