



OCDSB – Media/School Website Permission Form

How We Manage Student Information

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) requires us to obtain permission from parents/guardians to publicize information that may identify their children. Parents/Guardians are asked to choose whether or not we can include their child's work, photos and videos on communication platforms, as described below, when showcasing their talents and participation, or when publicizing school events and activities. If you choose "**Consent is not granted**", your child's picture will still appear in the school yearbook, if the school publishes a yearbook.

Freedom of information and consent

By consenting to the disclosure of personal information, you allow the sharing or publishing of student information on various communications platforms. This may include photographs, videos or student work. It could also include written details about an event, activity, sport, or accomplishment.

The communication platforms may include, but are not limited to, the following:

- community publications such as school newsletters
- products that showcase written submissions from students or student artwork
- the Board's website (ocdsb.ca), school websites, and others
- social media, such as school Facebook, YouTube or Twitter accounts
- local or national media publications, newspapers, or advertisements

Specific information is protected and will not be disclosed

Specific personal information is protected by the *Personal Health Information Act* (PHIPA). This includes student's addresses and phone numbers, health information, emergency contacts, and information regarding student assessments. In accordance with PHIPA, we cannot share this kind of personal information without your prior written consent.

Showcasing notable student work and accomplishments

We showcase student achievement to demonstrate the strength of the OCDSB community. When students are recognized, their confidence and self-esteem grows. When your child participates in something that is newsworthy, the child's work/and or photo may be displayed for the public. This may include student essays, projects, or artwork. A great deal of student work is recognized through awards, prizes and scholarships. When this recognition happens, we want to tell the community about it. We are proud of our students. Showcasing their talents and abilities demonstrates our commitment to supporting them while they learn and grow.

Technology and your personal information

We use technology to enhance education. Several web-based services, such as Google Apps for education, allow us to safely store and share documents. When using these tools, we follow privacy principles specified by the Ontario Privacy Commissioner. Personal contact information, such as email addresses, phone numbers and names may be used by school and Board staff to communicate information to parents. It is not shared with other parents or anyone external to the school board. Schools may send out messages to parents, by phone or by email. Individuals may opt to unsubscribe from this service by contacting their child's school.

*** I have read and understand how the OCDSB manages student information.**

Please choose from the following:

Consent is granted for my child to be photographed, videotaped or interviewed for school or district publications and media coverage of school related events as described on the page entitled "How We Manage Student Information".

Please select one of the following: YES. Consent is granted
NO. Consent is not granted

Name of School:

Student's First Name:

Student's Last Name:

Preferred Name:

Student's Date of Birth:

Grade:

Signature of parent/guardian:

**Or Signature of Student:
(18 years or older)**

Personal information on this form is collected under the authority of sections 58.5(1) and 265(d) of the Education Act, R.S.O. 1990, c.E2, as amended, and in accordance with section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. It will be used for the purpose of managing student learning and well-being. Questions about this collection should be directed to the school principal.