



# CALGARY BOARD OF EDUCATION

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## Administrative Regulation 1064 - Recording and Publishing Student Images and Work

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**Preamble** Taking photographs, films, audiotapes, videotapes, digital images and recordings of an individual at school is the collection of personal information and must comply with the Freedom of Information and Protection of Privacy Act.

**Purpose** 1 The purpose of this regulation is to permit photographs and other recordings of Calgary Board of Education students and student work as part of, or as a supplement to, the educational program, while ensuring that the personal privacy of students, teachers and other staff members is respected.

**Definitions** 2 In this regulation,

- (a) **“at school”** means at a Calgary Board of Education school or at another Calgary Board of Education venue but does not include authorized activities held at a venue away from the school or at a public event;
- (b) **“parent”** means a parent as defined in the School Act;
- (c) **“personal information”** means personal information as defined

in the Freedom of Information and Protection of Privacy Act;

- (d) **“public event”** means a school or school district sponsored event or activity that is noteworthy, supervised, organized or advertised and intended to be open to or accessible to the public, regardless of whether it is held at a Calgary Board of Education school or other venue;
- (e) **“recording”** means a visual, audio, pictorial or digital representation and includes a photograph, film, videotape, audiotape, digital image, sketch, or any other type of recording of personal information.

<b>Educational program</b>	<b>3</b>	Any recordings taken at a school must be carried out with minimal disruption to the educational process.
<b>Recordings for educational purposes</b>	<b>4(1)</b>	Students, teachers and other Calgary Board of Education staff may take recordings of students at school or at school-related activities or recordings of student work for use within the school or the Calgary Board of Education, as long as they are a part of, or supplement to, the educational program at the Calgary Board of Education.
	<b>(2)</b>	Parental consent is not required for teachers and other Calgary Board of Education staff to take recordings of students within the school or at school-related activities or recordings of student work, as this is part of the general notice to parents that personal information may be collected for the purpose of providing educational programs.
<b>Public events</b>	<b>5(1)</b>	Anyone attending a public event at a school may take recordings as long as they comply with the direction of the school principal and school rules.
	<b>(2)</b>	Daily school operations are not public events and the permission of the school principal is required before parents, or members of the public may take recordings at a Calgary Board of Education school, including hallways, classrooms, gymnasiums, and school grounds.
<b>Parental consent</b>	<b>6(1)</b>	Except at public events, the principal or designate must ensure that the written consent of the parent or independent student is obtained using the Consent for Specific Media Coverage form before a member of the

media or a person other than a Calgary Board of Education employee may take recordings of

- (a) a student at school, if the student is identifiable, or
- (b) the student's work.

- (2) General information for parents is available in the General Media Coverage notice, attached for the use of principals. The principal or designate must determine how best to communicate this information to parents.

**Web site publications**

- 7 The principal must ensure that the parent of a student or the independent student complete the Consent to Post or Publish Student Information and Work form before recordings of an individually identifiable student or student personal information or the student's work, is posted or published on a school web site or the Calgary Board of Education web site, or submitted to any other web site by a Calgary Board of Education employee.

**Student information and work**

- 8 The parents or independent student must complete the Consent to Post or Publish Student Information and Work form before student information and work may be published, reproduced, displayed or posted for school related non-profit educational purposes outside of the Calgary Board of Education.

**Student pictures**

- 9(1) The principal or designate must inform parents about
  - (a) student pictures, class pictures and team pictures for purchase by parents or students; and
  - (b) the intended use of the student pictures such as class projects, yearbooks, publications and student identification cards.
- (2) The principal or designate must ensure that contracts for student photographs protect student and Calgary Board of Education privacy and confidentiality.

**Yearbooks**

- 10(1) The production of school yearbooks is part of the educational program and photographs and other personal information may be included in the

yearbook without requiring consent.

- (2) Notwithstanding 10(1), consent must be obtained before personal photographs such as baby pictures or other photographs taken outside the school program are included in a yearbook.
- (3) Photographs taken at public events, or in classrooms, may be included in a yearbook without consent.
- (4) It is recommended that personal information in a school yearbook, such as the student's education or career plans, be collected directly from the individual the information is about.
- (5) Yearbooks may not be posted on the Calgary Board of Education web site or a Calgary Board of Education controlled web site.
- (6) Yearbooks must be available for purchase only within the school community.

<b>Approved:</b>	May 23, 2003
<b>Effective date:</b>	July 1, 2003
<b>1<sup>st</sup> Amendment:</b>	December 6, 2007
<b>Review date:</b>	July 1, 2008

#### References

**Legal References:**

- Freedom of Information and Protection of Privacy Act, R.S. A. 2000, c. F-25
- Freedom of Information and Protection of Privacy Act Regulation, A.R. 200/95
- School Act, R.S. A. 2000, c. S-3

**Governance Policy References:**

- EL-4: Treatment of Parents and Citizens

**Contact Persons:**

- For contract inquiries, Legal Services
- For Freedom of Information and Protection of Privacy, FOIP Coordinator
- For media inquiries, Communications



Calgary Board of Education

## **CALGARY BOARD OF EDUCATION**

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### **General Media Coverage Notice**

From time to time, we receive requests from mass media representatives (newspapers, magazines, radio or television stations, web sites) to come onto school property to report on and/or photograph/record an aspect of the school or its programs. These may thereafter be digitally manipulated, published, broadcast, re-broadcast or sold to other media outlets.

Media requests will be carefully considered before being approved by the principal. Schools may cooperate with the media, within reason, to encourage celebration of school achievements and share information with others. However, we recognize that there are instances where you may not wish your child to be recorded. If you do not wish your child to participate in media coverage, school staff will involve your child in other activities during the media's attendance.

In cases where the media wish to interview, photograph, or profile your child in the school, the principal will seek your written consent in advance of each media request. If your consent is absent, no such interview will take place.

The Calgary Board of Education (CBE) cannot prevent media outlets from photographing students from vantage points beyond our control, such as outside the school or across the street from the school. Nor can the CBE prevent the media from interviewing students at these locations. If this is a concern, you should discuss the matter with your child to alert your child to this possibility.

Similarly, parents and the media may take recordings of children at public events in the school or off-site. In such instances, your child's image or voice or a digital manipulation of the image or audio may be recorded, broadcast or published. Once the photograph or recording has been taken, the CBE cannot restrict or limit subsequent publication or re-broadcast.

If you have any questions regarding this notice, please contact your school principal.



Calgary Board of Education

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## Consent to Post or Publish Student Information and Work

Our school would like to share information and communicate with parents by highlighting the school, student and student work or activities in a variety of public forums for non-profit educational purposes. The following are examples only and not meant to be an all inclusive list of how student personal information and work may be shown: displays during school sponsored open houses; professional development sessions; other school related activities held at the school, school district sites or at school or school district sponsored events; school or community publications; or posting or publishing on school or Calgary Board of Education web sites. Our school's web site may be accessed from [www.cbe.ab.ca](http://www.cbe.ab.ca).

Students' photographs and work that are showcased will be identified using the student's first name, last name initial, grade and school only.

In order to comply with Alberta's Freedom of Information and Protection of Privacy (FOIP) Act and the Copyright Act, the Calgary Board of Education is requesting consent from parents or independent students to post or publish student information and work on various public forums.

Please note the following information:

- Once photographs, student names and other identifying information or student work are released in any public forum, the Calgary Board of Education cannot control or prevent the further distribution or use of the material by those who access the information.
- Parents or independent students are under no obligation to consent; it is their voluntary decision to do so. If you do not return this form, this indicates a refusal to consent.
- Your consent will be valid for the duration of the school year. You may withdraw your consent prior to posting or publication by notifying the school principal in writing. You may at any time instruct us to remove the photographs or work from Calgary Board of Education sites such as school or school district displays or from the school web site or Calgary Board of Education web site by notifying the school principal in writing.

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### Consent for Release

I, being the independent student or the parent/legal guardian of the student named below, have read and understand the information provided on this form. I voluntarily give the Calgary Board of Education consent to post or publish my or my child's photographs, first name and last initial, grade, school and samples of my or my child's work in various public forums as described above for non-profit educational purposes. I understand my consent is valid for the current school year unless I revoke my consent prior to posting or publication by notifying the school principal in writing.

\_\_\_\_\_  
Name of Student (please print)

\_\_\_\_\_  
School

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

\_\_\_\_\_  
Signature of Parent/Guardian/Independent Student

\_\_\_\_\_  
Name of Independent Student (please print)

\_\_\_\_\_  
Date



Calgary Board of Education

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## Consent for Specific Media Coverage Freedom of Information and Protection of Privacy Branch

On \_\_\_\_\_, representatives from \_\_\_\_\_  
(date) (name of media organization)

would like to film/photograph/videotape or make an audio or digital recording of your child/child's work or yourself/your work.

The purpose of this request is to: \_\_\_\_\_

All or portions of the work referred to above will become part of the media organization's database and may be adapted for other educational or non-educational applications, productions, broadcast, re-broadcast, published, exhibited, reproduced, and/or distributed in various media formats to a number of markets. Once photographs, student name, and other identifying personal information and student work are released in any public forum, the Calgary Board of Education cannot control or prevent the further distribution or use of the material by those who access the information.

Schools cooperate with the media and other organizations, within reason, to encourage celebration of school achievements and the sharing of information about students and student work. However, we recognize that there are instances where parents may not wish their children to be recorded.

Similarly, for independent students or adults, this is an opportunity to share your work with others. However, we recognize that there may be instances where you do not wish to be recorded.

Parents or independent students/adults are under no obligation to consent; it is their voluntary decision to do so. This form must be returned to the school before the student/adult begins participation in this activity. If you do not return this form, this indicates a refusal to consent.

You reserve the right to withdraw your permission at any time. If you wish to withdraw your permission, you must make such a request in writing to:

\_\_\_\_\_  
\_\_\_\_\_

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### Consent for Release – Parent/Legal Guardian or Independent Student/Adult

I, am the parent/legal guardian of the student named below or independent student/adult, and I have read and understand the information provided on this form. I voluntarily give the Calgary Board of Education permission to include my child or me in the media coverage and its subsequent use as described above.

\_\_\_\_\_  
Name of Student (please print)

\_\_\_\_\_  
School

\_\_\_\_\_  
Name of Parent or Legal Guardian (please print)

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Name of Independent Student (please print)

\_\_\_\_\_  
Signature of Independent Student

\_\_\_\_\_  
Date