



Form 180-2

Collection/Use of Student Information

The purpose of this form is to inform you about the collection and use of student information and to gain your consent for the use of this information by the Black Gold Regional Division No.18.

PARENTS / GUARDIANS - PLEASE READ CAREFULLY

The following types of collection and use of student information do not require parental consent as per the Freedom of Information and Protection of Privacy Act:

- ✓ The circulation of information on a “need-to-know” basis regarding students who have severe or life-threatening medical conditions
- ✓ The sharing of information with the Regional Health Authority for the purpose of contacting parents/guardians regarding voluntary health programs such as immunization
- ✓ The sharing of student information with Alberta Education
- ✓ The taking of student names and photos and/or videos of classroom or other school activities by students or Division personnel where the material will be used within the school (class video productions, student of the month bulletin board, birthday board, class/team photos board, honour roll, graduation roll, scholarship roll, year books, or other awards, etc.)
- ✓ The taking of photos and/or videos of classroom or other school activities, and their use, by the media or other organizations where students are not interviewed or identified by name or face
- ✓ The use of school newsletters to announce student success, events, and activities within the school and its community (a welcome to new students by grade, names and photos of students of the month, students achieving honours, news on sports teams and athletic events, and photos of students involved in school projects – as such, they are public documents)
- ✓ The taking of photos and videos of school activities that are open to the general public; these may be used for purposes outside the school

In other instances some types of collection and uses of student information do require parental consent as per the Freedom of Information and Protection of Privacy Act. The collection and use of this information is viewed as a vital part of a healthy and functioning school where the participation of all students is very important. We ask for your consent so that your child’s limited identifying information (name, grade, photo) may be used in the following situations:

- The use of student names, grade, or photo in local newspapers (e.g. letter to Santa, winter carnival photo)
- The use of student names, photo, video and comments in Black Gold Regional Division No. 18 and Black Gold Regional Schools electronic and print publications/advertisements/presentations, websites, newsletters, school/Division Facebook and Twitter accounts, and teacher/school/Division blogs.
- The use of student names on artwork or other material displayed at school or Division sites or at school sponsored displays in the community (Copyright Act – Canada)

Please Note: Where individual students are identified or interviewed by the media and the material will be used outside the school, a separate, specific consent will be required. You will be contacted for permission prior to the event.

We realize, however, that there may be occasions where you, as parents or guardians, have concerns relating to the safety of your child and any of these uses of information. If this is the case, please contact the school office.

| I hereby give consent for the school to use limited identifying information for the required parental consent as stated above | Yes | No |
|---|-----|---------------|
| My child _____ Grade _____ Teacher _____ (Name of Child – Please Print) | | |
| SIGNED: _____ Parent or Guardian | | _____ Date |