

CCEF(OEEC) Student Image Permission Form

Dear Parent or Guardian,

St. Thomas & St. Timothy School hosts a website at www.stastmschool.org as well as a school Facebook and other social media pages. Occasionally, we wish to post a picture of a particular school activity or student accomplishment such as a science project, a play, artwork, sporting event, a distance learning class, or other activity. This may involve posting a picture showing a student, a group or class of students, or a sample of a student's work. We may also use these photos in brochures, posters, and in various other school publications. Videos produced by the school and/or its students and featuring the benefits and activities of St. Thomas & St. Timothy School may also be posted on our website, Google Drive and Facebook/social media pages. If students' images or works are used in any of these print or electronic contexts:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

(NOTE: Should a photo of the student be included in a media release (print, online, TV radio), first and last name of the student *will* need to be included. Your permission would cover this usage as well.)

Before posting pictures of students, samples of student work, or videos, including related audio, featuring students/classes, we require that the parent(s)/guardian(s) sign the permission form below. ***Please be aware that images of students may also be shared with the Center for Catholic Education and Formation for use in their electronic and print media. Your permission would cover this usage as well.** We will keep this signed form on file for this school year.

I GRANT St. Thomas & St. Timothy School permission to use photo or video images, including related audio, of my son/ daughter or a sample of his/her work such as a poem, story, artwork, etc. on the St. Thomas & St. Timothy School website, Facebook/social media pages or in other print or electronic media, including use by the Center for Catholic Education and Formation (CCEF).

Please check the boxes below to indicate which permission(s) you grant and then sign and date as indicated.

St. Thomas & St. Timothy School has permission to **post samples** of my son/daughter's schoolwork in its media, and in the CCEF media

St. Thomas & St. Timothy School has permission to **post pictures** of my son/daughter's schoolwork in its media, and in the CCEF media

OR

I DO NOT GRANT St. Thomas & St. Timothy School permission to use photo or video images, including related audio, of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on the St. Thomas & St. Timothy School website, Facebook/social media pages or in other print or electronic media, or in the CCEF media.

PRINT Name of Student _____

PRINT Name of Parent(s)/Guardian(s) _____

SIGNATURE of Parent(s)/Guardian(s) _____ **DATE** _____

NOTE: This agreement will be in effect as of the date signed and may be revoked at any time by contacting your son's or daughter's school principal.