Dear Parent/Guardian:

During the 2018-2019 school year, the opportunity may arise for your child’s image/photograph or work to be included in classroom, school or district projects and events, which could be used in one of the following ways:

- Posted on the school or district web pages
- Appear in videos made during a student presentation of their project, or in broadcasts or videos demonstrating multimedia in general
- Used in a printed publication such as a newspaper or magazine
- As a demonstration or example in an educational workshop/class/conference
- Submitted as contest entries
- Recorded to appear in a school-related programs or news broadcast to be used by a local television station or school/county project

Posted student work may be accompanied by a first name only to be used as identification, but any posted student images WILL NOT include your child’s name, without express permission. Under no circumstances will an address or phone number for any student be included in any such posting.

While the Sachem Central School District values the merits associated with the use of the district website, associated websites and media outlets, we are also cognizant of the public nature of online content. We also understand that there are individuals in this world who misuse information that is available through the Internet. While we do not suggest that any of the information that is on the Sachem web pages has been misused, or will be misused, it is important that the appropriate parent/guardian grant permission for the our use of pictures of students on our web pages.

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WEB PAGE PICTURES

I □ do □ do not authorize the Sachem School District to use any pictures of my child ____________________________________________, grade ________, as outlined in the above in the 2018-2019 school year.

_________________________________________  __________________________
(Parent or guardian signature) (Date)

PLEASE RETURN TO YOUR CHILD’S HOMEROOM TEACHER.
PLEASE USE ONE FORM FOR EACH CHILD.
MEMORANDUM

TO: All Administrators

FROM: Jack Renda
Administrative Assistant for Instructional Technology

DATE: August, 2018

RE: People Photographs – Web Pages - Authorization

All student/employee photographs that appear on the Sachem web pages must be accompanied by written permission from the parents of the students or the employee.

While there are tremendous advantages and value to the web pages as a means of positive communication, we are fully aware of the potential for misuse of the photographs due to the worldwide accessibility of our web page. While we are not suggesting that photographs should not be used on the web page, it is required that there is authorization to do so by the parent/guardian of the student or employee.

We have provided the following form for permission/non-permission, which is to be signed by a student’s parent/guardian or employee at the beginning of each school year. It is required that this form be signed and returned giving permission or denying permission for use of photograph(s) to be used on our web site. Absence of a signed statement indicating permission to use a photograph, a student or employee cannot have a photo posted. All permissions should be provided to the building website designee. Classroom teachers and special area teachers (art, music & library) should also be notified of employees who do not grant permission to have photos included on school or district web pages.

We recognize the bookkeeping responsibilities associated with this; however, it will be the building principal’s responsibility to ensure that a process is in place whereby the student from his/her building has the requisite form in place prior to the principal giving authorization for the picture to appear on the web page. This authorization must be renewed each school year for every student.

Attached is the policy and authorization form that must be signed and returned to a secure file within the building for the 2018-19 school year.

Attachment