



**St. Catherine of Siena School
Internet Publishing Guidelines and Permission Form
2019-2020**

Dear Parent(s)/Guardian(s) of a K-8 student:

Our school’s web site (www.stcos.com) is a valuable tool in communicating events, awards, and general news. At times, we may want to recognize student accomplishments or post exemplary student work for a global audience to view. Schools typically publish information to the school website similar to events one finds in the local newspaper.

The following guidelines will govern these web site posts:

- K-8 Students’ Images*:** Students with a signed permission form in place can have their image posted to the school website in a photograph or video. Thus, if no permission form is in place for a K-8 student or the form is marked “No”, the student’s image* **cannot** be posted to the school website. (*If a student’s face is not visible or distinguishable, permission is not required as the “image” is more generic.)
- K-8 Students’ Names:** At no time will the students’ full names be used when depicting generic, school scenes, events, projects, or awards.
- K-8 Students’ Works/Creations:** A permission form must be in place to publish a student’s work from class (e.g., a poster or drawing) to the school website.

Please check the appropriate box below related to each of the three guidelines posted above. This form should be completed and returned to your child’s school. Your decision can be changed at any time upon your in-person request to the school.

If a form is not on file for your child, the assumed “values” default to the most stringent (i.e., “No”, “Yes”, and “No” respectively to the questions below).

<u>Yes</u>	<u>No</u>	
<input type="checkbox"/>	<input type="checkbox"/>	I grant permission for photographs or video of <u>XXXXXXXXXXXXXXXXXX</u> to be published on the school web page according to the guidelines outlined above.
<input type="checkbox"/>	<input type="checkbox"/>	I permit <u>XXXXXXXXXX</u> to be used in text-only articles on the site.
<input type="checkbox"/>	<input type="checkbox"/>	I permit the class work of <u>XXXXXXXXXXXXXXXXXXXXXXXXXX</u> to be published on the school web page according to the guidelines outlined above.

Parent/Guardian Name (Please Print): _____

Signature of Parent/Guardian: _____ Date: _____

Print student name: _____ Grade: _____

Print student name: _____ Grade: _____

Print student name: _____ Grade: _____

Print student name: _____ Grade: _____