

Wappingers Central School District Office for Technology, Testing and Assessment

167 Myers Corners Road, Suite 200 (845) 298-5927 (Fax)

Wappingers Falls, NY 12590 (845) 298-5000, ext. 139

September 2009

To: Parents and Custodians of Wappingers CSD Students

From: Charles Hill, Assistant Superintendent

Re: Guidelines for Publishing Images of Students/Student's Work

The Wappingers Central School District, its schools and departments regularly publish instructional or informative text, photographs, original artwork, or other creative resources on its Internet web sites [<http://WappingersSchools.org>], in local newspapers and on cable television programs. On occasion, the district publishes images (photographs, videos, etc.) of or work by some of our students. We want you to know and understand the guidelines we follow when we publish these things. We understand that publishing on the Internet and through cable television programs is similar to publishing in a newspaper and can almost be treated in the same manner. Nonetheless, the Internet and school web pages, as well as the cable television programs, are still new and unusual enough to treat them differently in several key regards. As a result:

- We will never publish a student's full name or identifying information (such as address, email address, or telephone number) without the written consent of a custodial parent in each instance.
- We will never identify a student in an image (photograph or video) by last name without the written consent of a custodial parent in each instance, though we may publish a picture made by a student and include that student's first name. (*A Flower*, by Mary, for example.)
- We often publish images of a school activity or program where students (but not their names) appear in the photograph. In these cases we will not send home a form asking for the written consent of a custodial parent. If you do not want your child included in any such picture, we ask you to notify us of this in writing at any time during the school year. We will then exercise every reasonable effort to ensure that your wishes are followed.
- We will seek the written consent of a custodial parent every time we wish to publish a student's picture where the focus of the picture is on the student rather than a school activity or program.
- We often publish portions of student work on our web pages, in news articles, and/or on cable television programs. If the work is part of a personal or classroom activity not directly tied to publicity, we will ask for the written consent of a custodial parent to publish it. We will not ask for written consent if the work is created as part of a specific project intended to produce school or district web pages, videos, or press releases.

We ask you to keep one copy of this form and to return the other copy to your child's teacher. This form is not a substitute for the form we will send home when we ask for the written consent of a custodial parent for a specific publication of a picture or item of student work. If you have any questions or suggestions (including ways of improving the guidelines or this form), please contact the Assistant Superintendent Technology, Testing and Assessment either through your child's teacher or directly by phone (298-5000, ext. 139) or email ([charles.hill@wappingersschools.org](mailto:charles.hill@wappingersschools.org)).

Please keep this copy

Return this copy to your child's teacher

## Guidelines for Publishing Student Photographs and Work on WCSD Web Pages

The Wappingers Central School District, its schools and departments regularly publish instructional or informative text, photographs, original artwork, or other creative resources on its Internet web sites [<http://WappingersSchools.org>]. On occasion, the district publishes Internet web pages that include photographs of or work by some of our students. We want you to know and understand the guidelines we follow when we publish these things. We understand that publishing on the Internet is similar to publishing in a newspaper and can almost be treated in the same manner. Nonetheless, the Internet and school web pages are still new and unusual enough to treat them differently in several key regards. As a result:

- We will never publish a student's full name or identifying information (such as address, email address, or telephone number) without the written consent of a custodial parent in each instance.
- We will never identify a student in a photograph by last name without the written consent of a custodial parent in each instance, though we may publish a picture made by a student and include that student's first name. (*A Flower*, by Mary, for example.)
- We often publish photographs of a school activity or program where students (but not their names) appear in the photograph. In these cases we will not send home a form asking for the written consent of a custodial parent. If you do not want your child included in any such picture, we ask you to notify us of this in writing at any time during the school year. We will then exercise every reasonable effort to ensure that your wishes are followed.
- We will seek the written consent of a custodial parent every time we wish to publish a student's picture where the focus of the picture is on the student rather than a school activity or program.
- We often publish portions of student work on our web pages. If the work is part of a personal or classroom activity not directly tied to the creation of a web page, we will ask for the written consent of a custodial parent to publish it. We will not ask for written consent if the work is created as part of a specific project intended to produce school or district web pages.

We ask you to keep one copy of this form and to return the other copy to your child's teacher. This form is not a substitute for the form we will send home when we ask for the written consent of a custodial parent for a specific publication of a picture or item of student work. If you have any questions or suggestions (including ways of improving the guidelines or this form), please contact the Assistant Superintendent for Technology, Testing and Assessment either through your child's teacher or directly by phone (298-5000, ext. 139) or email ([charles.hill@wappingersschools.org](mailto:charles.hill@wappingersschools.org)).

Name of student: \_\_\_\_\_ School \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_ Date \_\_\_\_\_

Name of parent or guardian \_\_\_\_\_ Signature \_\_\_\_\_

Please return this form to your child's teacher

## Permission to Publish Images of Students/Student's Work

Date: \_\_\_\_\_

Student's name: \_\_\_\_\_

Teacher's name: H. Johnson

School: RCK

We would like to publish a photograph/video image of or work by the student named above on WCSD web pages, cable television programs and/or for a newspaper press release. Please sign this form, checking the appropriate line. If you do not sign and return the form, we will assume that you do not give your permission for this publication.

Description of the photograph/video image or work that we wish to publish:

- Pictures of students participating in classroom activities
- Pictures of students participating in classroom labs
- Pictures of students participating in classroom projects
- Pictures of students project

We wish to publish this to:

<http://www.wappingersschools.org/RCK/staff/TeacherHP/Johnson/index.html>

\_\_\_ I give my permission to publish this item on WCSD web pages, cable television programs and/or for a newspaper press release named above.

\_\_\_ I DO NOT give my permission to publish this item on WCSD web pages, cable television programs and/or for a newspaper press release.

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_