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Guidelines and consent for publishing student names, photographs, works, and interviews on the Washington Island School District web page and in the media.

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August 2016

Dear Parents/Guardians, The Washington Island School District regularly publish/post instructional and informative text, photographs, artwork, and other creative resources on its internet web site ([www.island.k12.wi.us](http://www.island.k12.wi.us)). On occasion, the District publishes/posts internet web pages that include photographs of or work created by our students. The guidelines for publishing/posting student names, photographs, and works are listed below

- Only first names of students will be published/posted. Students' last names and any identifying information such as address, e-mail address, or telephone number will not be published/posted.
- Photographs of school activities or programs where students appear in the photograph will be published/posted. With the exception of students who are participating in interscholastic athletics, such photos will only be published/ posted without first names, last names, or other identifying information.
- Complete works and/or portions of student works, including but not limited to poetry, essays, artwork, and PowerPoint presentations, may be published/ posted with the express written consent of both the student and his or her parent(s), authorizing the publication/posting of the particular piece(s). In these cases, and with student and parental permission, the work will be published/posted with the first name of the student only and not his or her last name or any other identifiable information.
- Student work will be evaluated for sensitivity and identifying information before being published/posted.
- Photos, student work, and other published/posted information can be removed from the web site at any time at the discretion of the web publisher.

This form will be kept on file at your child's school and applies to the current school year. If at any time you wish to change your child's status in this regard, you must contact the Principal of your child's school to complete a new form. Occasionally, the District is contacted by local media to interview and/or photograph students for media stories. All such inquiries will be approved and coordinated by the District Administrator, (920) 847-2507. Students must have signed parental permission to participate in media interviews, stories, and photographs.

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FOR PARENTS OR GUARDIANS: Please sign and return this form to the main office of your child's school. If you consent to the posting/publishing of your child's first name, photograph, and work, your child must also be in agreement that you will be signing the form indicating his or her consent. Should you have any questions, please do not hesitate to contact the Building Principal of your child's school. I have read and understand the guidelines for publishing/posting student names, photographs, and works on the District web page and for participation in media interviews, stories, and photographs.

**PLEASE CHECK ONE OF THE FOLLOWING TWO:**

- My child and I hereby give consent for my child's first name, photograph, and his/her school work to be published/posted on the Washington Island School District web page during the 2016-2017 academic year and in accordance with these guidelines.
- My child and I hereby do not give consent for my child's first name, photograph, and his/her school work to be published/posted on the Washington Island School District web page during the 2016-2017 academic year and in accordance with these guidelines.

**PLEASE CHECK ONE OF THE FOLLOWING TWO:**

- I hereby give consent for my child to be photographed/interviewed by the media during the 2016-2017 academic year and in accordance with these guidelines.
- I hereby do not give consent for my child to be photographed/interviewed by the media during the 2011-12 academic year and in accordance with these guidelines.

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Name of Parent/Guardian

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature (if age 18 or older)

\_\_\_\_\_  
School

\_\_\_\_\_  
Date