

**CATHOLIC SCHOOLS OF THE PATERSON DIOCESE
PERMISSION TO PUBLISH STUDENT'S PHOTOPGRAPH OR WORK
2019-2020**

Dear Parent/Guardian:

As part of your son's/daughter's education program, he/she will have the opportunity to publish documents in newspapers, school newsletters and on the school's website or the Salesian Sister's website and/or on the school's or the Salesian Sister's social media accounts such as Facebook, Twitter, etc. Published documents might include a first and/or last name, an individual photo, a story or poem, a graphic, a science or research project, a group photograph from an activity or club. School web publishing will follow the below guidelines.

School Web Publishing Guidelines:

- Web published documents will never include a student's phone number, street address or box number, or names (other than first names) or information about other family members.
- References to e-mail address will be restricted to faculty, staff and authorized staff members only.
- Documents will never include any information indicating the physical location of a student at a given time other than attendance at school or participation in school activities.
- There will never be links to student or faculty off-site web pages.
- Documents must conform to applicable diocesan and school policies and established school guidelines.
- Documents to be published must be approved by referring teacher and the school administration or its designee before publication.
- All original student produced work that is published will be considered as protected by U.S. copyright in the name of the student and school and will be identified as such.
- All postings on social media must comply with the Catholic Schools Office Social Media Protocol.

Parent/Guardian Student's Permission:

Student Name: _____ Grade _____
(Please Print)

Student Name: _____ Grade _____
(Please Print)

Student Name: _____ Grade _____
(Please Print)

_____ Yes, I grant permission to publish my child's work and/or photograph

_____ No, I do not grant permission to publish anything concerning my child's work or photograph

THIS FORM MUST BE RETURNED BEFORE A STUDENT'S WORK CAN BE PUBLISHED

Parent/ Guardian Family Name: _____ (Please Print)

Parent/Guardian Signature: _____ Date: _____