

Form A

**CATHOLIC SCHOOLS OF THE PATERSON DIOCESE
PERMISSION TO PUBLISH STUDENT'S PHOTOGRAPH OR WORK**

Dear Parents/Guardians:

As part of your son's/daughter's educational program, he/she will have the opportunity to publish documents in newspapers and school newsletters and/or on the school's website and/or on the school'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 addresses 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 the teacher and the school administration or its designee before publication.
- All original student-produced work that is published will be considered as protected by US 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.

We will publish these documents and/or photographs only with parental permission. Please consider the following options, then sign and return this entire page to the school office. The permissions you grant on this form will be effective until specifically changed at your written request. You may at any time request another copy of this form and file an amended permission. Thank you for your cooperation.

Parent/Guardian Student's Permission:

Student Name: _____

_____ 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 IS PUBLISHED.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____