

Baldwin County Public Schools
Internet Publishing Guidelines and Permission Form



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

Our school's web page 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:

1. **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 in one of two manners:
 - Photos of individual K-8 students or groups of 4 or fewer students are permissible *only if no names are used and the appropriate signed permission form is in place.*
 - Group shots of 5 or more K-8 students can be posted with use of first and last names provided the student names are listed in an order inconsistent with the photo (e.g., list student names alphabetically instead of "from left to right") *and the appropriate signed permission forms are in place.*

Thus, if no permission form is in place for a K-8 student or the form is marked "No", the student's image* can *not* 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.)

2. **K-8 Students' Names:** *Permission forms are not required to list first and last names of K-12 students in text only articles on the website.* Student names are used in recognition of awards or distinctions. We typically don't name students when depicting generic school scenes.
3. **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.* Use of the student's name is governed as stated above.

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. This form will need to be completed again if/when your child moves to a different local 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).*

Yes No

I grant permission for photographs or video of _____ to be
(Print student's name above)
published on the school web page according to the guidelines outlined above.

I permit _____'s name to be used in text-only articles on the site.
(Print student's name above)

I permit the class work of _____ to be published on the
(Print student's name above)
school web page according to the guidelines outlined above.

Parent/Guardian Name (Please Print): _____

Signature of Parent/Guardian: _____ **Date:** _____