

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

2100 Ferry Avenue, Prince George, B.C. V2L 4R5

Phone: (250) 561-6800 Fax: (250) 561-6801
www.sd57.bc.ca

Dear Parent / Guardian

The Freedom of Information and Protection of Privacy Act applies to students in schools in School District No. 57 (Prince George). Please read the following information and return the attached consent form indicating your preference.

Photographs / Images

Images of students are frequently taken by the school for use in the school yearbook, newsletters, celebrating student success through assemblies, identification cards or for office use. School personnel will obtain student and/or parental consent before allowing those outside the school, including parents, visitors, or media, to take photographs / images of students on school property at non-public events.

Please note: For students involved in performing arts or competitions or who perform or compete in public venues it is reasonable to expect that photographs / images may be taken by spectators and the media. Once parents or other members of the public are invited, the event becomes a public event and anyone in attendance is allowed to take photographs / images without first obtaining consent.

Microsoft 365

Students are provided with a user account for Microsoft 365. Each student will have their own secure login and password to use for educational, communication and collaboration purposes. Students will use their account to access files, learning programs, email and OneDrive storage space. While the majority of MS365 services store user data exclusively in Canada, some data, including name, student work, email address and discussion content from the Azure Directory, Forms, Intune, School Data Sync, sway and Yammer are stored outside of Canada.

Internet Use by Students

Schools use the Internet in many different ways to enhance student learning. Instruction will be given to students on the appropriate and safe use of the Internet, per [Policy 6179 Acceptable Use of Networks](#).

School Website

Schools often publish student work and photographs / images on the school website in order to provide information to parents and to celebrate student success. School newsletters are now posted to the schools website. These newsletters may contain student names in articles related to student recognition. This information is then accessible to the general public through the Internet. If you do not wish your child's name or image to be posted to the school website, please indicate below.

School Social Media

During the school year District staff may take video or images of students and their work for educational purpose and/or to celebrate student success. These videos or images may be shared on school district social media sites (example: Facebook, Twitter, Instagram) so students, parents, and members of the community can share in the experience. Parents / Guardians should be aware that there is no expectation of privacy once a video or image has been shared to social media. If you do not wish your child's name, video or image to be posted to social media, please indicate below.

Online Video Conferencing (Zoom or Microsoft Teams)

Video sharing software allows real time connection to others over the internet, and may be used for online meetings, presentations, performances, and interactions such as posting comments and questions. Names, images, performances, and/or comments are viewable by all participants and may be recorded. If you do not wish your child's name, image, performance, or interactions to be shared or recorded, please indicate below.

Parent Advisory Councils

A school's Parent Advisory Council (PAC) may wish to contact parents to provide information regarding events that may involve their child. To assist the PAC, the school typically provides to them a list of parent or guardian names, phone numbers, e-mail address and regular mailing addresses, along with the names and grade levels of students. If you do not wish your information and your child's information to be shared with the PAC, please indicate below.

Please fill out the consent form below and return it to your child's school. This information will be kept as part of your child's student file as long as they attend **this school** in School District No. 57. Please note that you are responsible for notifying the school should the status of your consent change.

If you have questions or concerns about the use of this information, contact the school principal or the district's Freedom of Information and Protection of Privacy Officer at 250-561-6800.

Please indicate your consent of the following and return this form to your child's school before the end of September.

Student Name: _____ School: _____

1. Yes ___ No ___ I permit the school to post my child's name, photograph/image on the school website.
2. Yes ___ No ___ I permit the school to post my child's name, video/image on school social media.
3. Yes ___ No ___ I permit the school to share or record my child's name, image, performances and interactions through online video conferencing using Zoom or Microsoft Teams
4. Yes ___ No ___ I permit the school to disclose my name, phone number, e-mail address, mailing address, and my child's name and grade to the Parent Advisory Council.

Parent / Guardian

Student (Grade 8 & up)

Signature Date