

Working with the best interest of all students in mind, The Upper Canada District School Board endeavours to be as inclusive as possible while respecting the individual confidentiality of all students and their parent(s)/guardian(s). Please be sure to speak with your school Principal directly about any specific circumstances or concerns.

Q1. Why do we require parents/guardians/adult students to sign this form?

- Consent is sought with this form to allow the Upper Canada District School Board and its school communities to showcase and celebrate the educational journey of students, while working to respect confidentiality.
- The Board operates in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With very limited exceptions, it is a legal requirement that the Board seek consent of parent(s)/guardian(s)/adult students before using a student's likeness and personal information for purposes other those authorized in the Education Act.

Q2. What happens if a form is not completed and returned to the school?

- A school must assume 'non-consent'. Documented follow up with the parent/guardian/adult student should take place to ensure this was the intent. (*for example* - student photo cannot appear on a school Facebook page or in a digital yearbook if form giving consent is not returned.)
- **NOTE:** Individual student photos may still be taken by an outside photography vendor for school administrative purposes only, and may appear in printed school yearbooks or graduating class displays posted in schools as outlined in our **Notice of Collection** statement posted on the UCDSB website http://www.ucdsb.on.ca/our_board/freedom_of_info__privacy/notice_of_collection

Q3. What is meant by 'consent'?

- The issue is consent to collection, publication, dissemination and disclosure of student works, likeness, and personal information, not to participation in an event.
- Consent is sought to ensure that, while all students have the opportunity to participate in activities and events, parents/guardians/adult students are aware that they may be recorded, and/or that a student's likeness and personal information may become public.
- It is important for parents/guardians/adult students to note that once photographs are used in school displays or media pages, are sent home, or are used in yearbooks (which may be digital), such photos become public.
- UCDSB sporting and other events are public events and may be live-streamed on UCTV or other local media. The Board does not have any control or authority over how third party media organizations, other parents or the general public use or disclose information in a public venue. Live-streamed recordings may appear on the internet or other publications beyond our control. It is important for parents/guardians/adult students to know that it is not possible to remove or otherwise edit out a student from a live-streamed event.
- **Please speak directly with your school principal, who will work with you, should your child's/your participation in such public events be of any concern to you.**

Q4. How often does this form need to be signed?

- The form does not need to be signed each year. The form is signed upon registering a student in a UCDSB school (which includes registering a student in another UCDSB school, moving from elementary to elementary and/or moving from elementary to intermediate/secondary school).
- A new form is signed should a parent/guardian/adult student wish to revise their earlier consent.
- The form remains active and on file at the school until replaced or until a student's 18th birthday, when the student can elect to sign a new form on their own behalf; otherwise the form signed by the parent/guardian remains active until the student leaves the school.

Q5. How does a parent/guardian/adult student change their decision/consent?

- Consent can be revoked or otherwise revised at any time by informing the Principal in writing.

Q6. What if a parent/guardian/adult student chooses not to consent?

- Should you select '*I do not consent*' in any part of the form, please be assured that your school principal will work with you in the best interests of the student, to ensure that their image or other identifiers are not recorded or released, or are "blurred" or otherwise made unidentifiable in a recording.
- **Please be sure to speak directly with your school principal, who will work with you to address any concerns you may have, and to ensure your child/you continue(s) to feel included.**

Q7. What happens when my child becomes of legal age (18)? Is my previous consent binding?

- On their 18th birthday, a student may sign their own consent form, at which time the student's decisions regarding consent become binding. Everything produced from this day forward is their property.
- Parents/guardians are custodians of their child's property up until that point and have the power to direct what is done with it, which can't be undone simply because the student turns 18. However, if work has not been used previously, but is going to be used after the 18th birthday, it is the student's consent that should apply.