

## DIOCESAN BOARD OF EDUCATION POLICY 5356

### Pictures Published in Media and on Internet

**P5356**

*See Guideline*

Schools must obtain parental or guardian permission in order to publish student photos in the media and on internet websites. Schools shall use the currently approved diocesan permission form or locally prepared form that follows the criteria and procedures outlined in diocesan policy guideline G5356.

Permission is not required for publication of group pictures (six or more persons) as long as names are not provided.

(3/03-3/06-6/07)

**G5356**

### Guidelines for Policy 5356

#### Student Pictures and Work Published in Media and on Internet

Diocesan policy P5356 has been adopted to ensure the safety of our students. Schools and parish-based programs of religion should be aware of the following standard practices:

- Pictures of individual students may only be published in the printed media, school video productions and on the school internet website with written and dated permission from the parent or guardian. Permission is not required for group pictures (6 or more persons) as long as names are not provided.
- Student work that identifies the student may only be published with parental or guardian permission.
- The currently approved diocesan permission (authorization) form may be used or a locally prepared document that meets the basic criteria spelled out in Policy P5356. A blanket permission form for the entire year is acceptable practice.
- The permission (authorization) form is to be kept on file in the school office. Staff members are to check for authorization before posting any student photos, names, and work on the Internet website.
- No student information regarding phone number, address, family members or other personal information shall be published on the Internet website.
- Group picture captions should identify the activity or class, not the individual students in the photo.
- Prior to publication, parents and guardians should be advised if student photos or student work will be posted on the school internet website.