

Personal Information Consent Form

Student Name: _____

Please read, complete, sign and return this form to your child's school.

請去您孩子學校的校務處拿取此文件的中文版本。

ਇਸ ਲਿਖਤ ਦਾ ਪੰਜਾਬੀ ਰੂਪ ਚੁੱਕਣ ਲਈ ਕਿਰਪਾ ਕਰਕੇ ਆਪਣੇ ਬੱਚੇ ਦੇ ਸਕੂਲ ਦੇ ਦਫਤਰ ਵਿਚ ਜਾਉ।

The Richmond School District is committed to protecting our students' privacy and ensuring safe use of technology. We want to inform you about what forms of communication we use and seek your consent to allow the use of some personal information.

PARENT/GUARDIAN CONSENT FOR USE OF STUDENT INFORMATION

I, as the parent or guardian of the student named on the back side of this paper, provide consent to the publication of my child's information as described below:

Section 1: Use of Student Information

Student information that might be used in publications and services includes student names, photographs, videos, sound recordings, and samples of student work. **In all cases, your child's home contact information such as phone numbers, addresses, email address, etc. will NOT be used in any publicly accessible school, or district, publications and services.**

SCHOOL AND DISTRICT PUBLICATIONS AND WEBSITES

Staff and students create and publish a variety of materials that highlight positive, day-to-day school activities, school programs and personal accomplishments. We require your permission to include your child's information in these materials. Please be assured that your child's home contact information, such as phone numbers, addresses, and email addresses will never be included in our publicly accessible publications or services.

Please note that internal sites are protected by a user ID and password and are not accessible by the public, such as our student portal, Microsoft 365 (OneDrive and Teams), or Moodle. They do not require this permission.

If you do not provide consent, your child **will not be included** in publications such as:

- Student Yearbook
- Grad composite photos
- Newsletters (that may be published on the school website and/or emailed home)
- Student accomplishments and samples of their schoolwork
- Brochures, presentations and reports

I give consent:

YES:
NO:

NEWS MEDIA

The school and school district occasionally receive requests from the news media to interview, photograph or video individuals or groups of students in connection with stories the media are working on. Additionally, the news media are sometimes invited to school functions to publicize athletics, arts, or school events. Your permission is required to include your child's information in these news stories.

Please note: School staff cannot control news media access and photos/videos taken by the media and the general public at public locations, such as field trips or school events open to the public, sports tournaments, student performances and school board meetings. These are considered public events that are outside provincial and federal privacy laws for public bodies.

I give consent:

YES:
NO:

SCHOOL AND DISTRICT-MANAGED SOCIAL MEDIA SITES

The school and school district use social media sites to improve how we communicate information, news and special events to students, parents and the community. Some examples of social media sites include Facebook, Twitter, Instagram and YouTube. Social media sites like these may originate in jurisdictions outside of Canada and may be subject to the laws of those jurisdictions. The personal information of students that are posted on these types of sites can include, but is not limited to, photographs, videos, and names. We require your permission to include your child's information on our social media posts.

I give consent:

YES:
NO:

Section 2: Use of Parent Contact Information

DISTRICT USE

The school district communicates important information to parents and the community. We would like your consent to send you electronically delivered newsletters, email messages, school and Board updates, announcements, event invitations, and other electronic messages that may contain advertising or promotions including:

- Class field trips
- The sale of yearbooks, student pictures, uniforms, books, school supplies, agendas, dance tickets, athletic events and performances
- Band instrument rentals
- Student program fees
- School and PAC fundraisers

I give consent:

YES:
NO:

PARENT ADVISORY COUNCILS (PAC) AND OTHER ORGANIZATIONS

Parent Advisory Councils (PAC) or others responsible for organizing school or district-related activities, fund-raising activities, and meetings may like to have contact with parents. Other organizations, such as B.C. School Sports, request some student details as part of the registration process. The District requires your consent to provide these groups your name, home address, phone number, and/or email address. Your personal information will not be disclosed to anyone requesting it for business or commercial purposes.

I give consent:

YES:
NO:

Section 3: Responsible Technology Use

The Richmond School District's 'Responsible Technology Use' pamphlet has been posted on the district website: <https://bit.ly/3ksUHZ7>. This pamphlet describes the safe and responsible use of technology at school. Many of the tips outlined in this document are also applicable at home. Please navigate to this website <https://bit.ly/3ksUHZ7>, read this document, and discuss it with your child.

I have read the 'Responsible Technology Use' pamphlet and have discussed the information contained in this document with my child.

YES:

SIGNATURE FOR CONSENT AND ACKNOWLEDGEMENT

Consent or non-consent provided is valid from the date this form is signed until September 30th of the following school year or if a revised signed consent form is submitted, whichever comes first. You may resubmit a revised consent form to your school at any time should you need to change your consent. Students attending a secondary school must also sign this form. Elementary students do not need to sign this form.

Student Name: _____ Student Number: _____
First Name (Print) Last Name (Print)

Student Signature: _____ School: _____
Secondary Students Only

Division/Homeroom: _____ Grade: _____

Parent/Guardian Name: _____ Email: _____
First & Last (Print)

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____ Email: _____
First & Last (Print)

Parent/Guardian Signature: _____ Date: _____

This information is collected by School District 38, Richmond, under section 27(b) of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used insofar as it relates directly to and is necessary for a program or activity of the School District. Should you have any questions about the collection of this personal information please contact the Executive Director: Learning & Business Technologies, 7811 Granville Avenue, Richmond, B.C., Canada, V6Y3E3, 604-668-6000.