

Sample permission letter: Publishing students' work or photographs on web sites

Dear parent or caregiver

I am writing to request your permission for photographs of your child to be taken during school activities. If photographs are taken, this would be for the purpose of educating students, promoting the school, or promoting public education. I am also seeking your permission for the school to publish photographs and/or samples of your child's work.

If you give your permission, the school may publish photographs of your child and/or samples of work done by your child in a variety of ways, including, but not limited to, online and hard copy school newsletters, Department of Education and Training Internet web sites or intranet web sites, school annual magazines and local newspapers. If published, third parties would be able to view the photographs and work.

If you sign the attached form it means that you agree to the following:

1. The school is able to publish photographs of your child and samples of your child's work as many times as it requires in the ways mentioned above.
2. Your child's photograph may be reproduced either in colour or in black and white.
3. The school will not use your child's photograph or samples of your child's work for any purpose other than for the education of students, or for the general promotion of public education and the school.

Any photographs taken by the school will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely.

Whilst every effort will be made to protect the identity of your child, the Department of Education and Training cannot guarantee that your child will not be able to be identified from the photograph or work.

If you agree to permit the school to take photographs of your child, and to publish photographs of your child, or samples of your child's work, in the manner detailed above, please complete the consent form and return it to the school by ...(SCHOOL TO INSERT DATE)..... This consent, if signed, will remain effective until such time as you advise the school otherwise.

CONSENT FORM

I agree to the taking of photographs of my child during school activities, for the use by the school in educating students and promoting the school and public education. I also agree to the publication of photographs or samples of work of (insert child's name) _____ in ways including, but not limited to, school newsletters online and in hardcopy, web sites or intranet web sites of the Department of Education and Training Internet, school annual magazines and the local newspaper, subject to the conditions set out above. I will notify the school if I decide to withdraw this consent.

Name of student: _____ **Student's roll class:** _____

Signature of parent/caregiver: _____ **Date:** _____

Signature of student: _____ **Date:** _____