



Livingstone Range
SCHOOL DIVISION NO. 68

NOTICE OF ACTIVITIES

(As required by the Freedom of Information and Protection of Privacy Act and the Canadian Copyright Act)

PARENTS - PLEASE READ CAREFULLY

The purpose of this notice is to inform you about the collection and use of student information by the School Division. In many cases the information is specifically mandated under the *School Act*, such as the information provided when a student is registered. For example, the Division must provide Alberta Education with specific information on each student. Certain information may also be required by the Regional Health Authority or other Ministries. In other instances, personal information is collected and used for authorized programs and activities that are a normal part of school life. These uses, which are listed below, are a vital part of a healthy and functioning school and participation of all students is very important. We realize, however, that there may be occasions where you, as parents or guardians, have concerns relating to the disclosure and use of your child's information; if this is the case, please contact the school office.

Types of activities where information may be collected or used include:

- a) *the use of student's name, photo and comments in the school calendar, newsletter, annual or other school publication, including year books, graduation exercises and related graduation activities.*
- b) *the taking of individual, class, or team photos and the use of student photos for purposes of identification.*
- c) *the display and use of student names on artwork or other material displayed at school or Division sites, or at school sponsored displays in the community.*
- d) *the use of student names and telephone numbers for the call back system (verifying absences, etc.)*
- e) *the taking of photos and/or videos of classroom or other school activities, and their use, by the media or other organizations where students are not interviewed or identified by name. (Where individual students are identified or interviewed in the classroom setting and the material will be used outside the school, a separate, specific consent will be required. You will be contacted for permission prior to the event.) Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school. The school may not be able to restrict such activity at public events.*
- f) *the taking of photos and/or videos of classroom or other school activities by the Division where the material will be used within the school. (Where individual students are identified or interviewed and the material will be used outside the school, a separate, specific consent will be required. You will be contacted prior to the event.)*
- g) *the use of student names/photos in listings of honor roll, graduation, scholarship or other awards, or for birthday recognition purposes.*
- h) *the circulation of information on a "need-to-know" basis regarding students who have severe or life-threatening medical conditions.*
- i) *consent for release of information to school council. Each school has a School Council which represents the parents and engages in activities in support of the school, including fundraising.*

Student's Full Legal Name _____
(Please print)

I hereby give permission for the Livingstone Range School Division No. 68 to use information/photos, artwork for all purposes specified above,

Parent / Guardian Signature

Date

This consent will remain in effect as long as the student is enrolled in the Livingstone Range School Division No. 68 or until such time that the parent/guardian gives written notice of changes.

If you object to the use of information about or photographs of your child, please outline the conditions on page 2 of this form (see over).

FOIP Form, Continued:

I wish to object to the use of information about or photographs of my child under the following circumstances: (please list)

Parent / Guardian Signature

Date

If you have any questions regarding this request for individual student information and about our use or disclosure of student information, please contact the FOIPP Coordinator at Livingstone Range School Division No. 68.
Phone 403-625-3356 or Fax 403-625-2424