

## HARTFORD SCHOOL DISTRICT Media Release Form: 2016-2017

Occasionally during the school year there are opportunities to photograph, audiotape, videotape or interview students in or outside of our schools. It has been the school district's experience that students enjoy being publically recognized for the good things they do and the exposure is very positive. However, we also respect and understand a parent's desire for privacy.

Generally speaking there are two types of media opportunities in the school district:

### **Instructional Opportunities:**

Sometimes administrators, teachers, consultants or students work on projects using audiotapes, videotape or photography in the classroom. Some projects become teaching tools and may be retained and used for an extended time. Some projects may involve group work and may go home with other students.

### **Public Opportunities:**

Sometimes a newspaper, television or radio station are invited into a school to report on a special event, school project or student activity, such as a school fund-raiser, community-school project or educational school project that may be of interest to the greater community. Your student could be photographed or reported in an article on the school district website, using the District's social media presence (Facebook, Instagram, Twitter, etc.), or in a school newspaper or yearbook.

Please complete and return this form if you **do not** want your child to participate in one or both of these opportunities. If the school does not receive this form back from you we assume you have agreed to let your student be photographed, videotaped and/or audiotaped.

\_\_\_\_\_ I **do not** give my permission for my child to be videotaped, audiotaped and/or photographed for **instructional purposes** in his/her school.

\_\_\_\_\_ I **do not** give my permission for my child to be videotaped, audiotaped or photographed for use in **public newspapers, social media, television, radio or on the school district website or in school publications.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian's (or Student) Signature: \_\_\_\_\_

NOTE to Parents: If you choose not to have your child photographed or videotaped, please tell your child of your decision so they understand why they are not being included in these activities with other students.

*This form will stay on record at your school for the 2013-14 school year. If at any time you wish to make a change, please request another form at the school office or download a copy from the district website. For other information about privacy rights, please read the FERPA Guidelines, which are also posted on the website. If you have any questions, please contact the Hartford School District at 295-8600.*