



**School District 19**  
(Revelstoke)

# Revelstoke Board of Education

## Policy Manual

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### 5.12 Student Photography / Video and Media Consent

The Board of Education recognizes that the collection, use and disclosure of personal information by a school district is done for education related purposes, such as recognizing and encouraging student achievement. The Board of Education believes that providing information about school and District programs and activities is important, and that it must be done in compliance with the *School Act* and the *Freedom of Information and Protection of Privacy Act (FOIPPA)* and associated regulations. This includes use of a student's photo, video, and audio recordings on district-generated printed materials and electronic materials including websites and social media.

The *School Act* obliges district staff to “ensure confidentiality of the information contained in the student records and ensure privacy for students and their families”. This includes access to students by news media and other outside agencies.

#### Guidelines

1. Consent for video and audio recording as well as photos of the individual student.
  - 1.1 Parental/Guardian consent for recording and use of a student's photograph, video image or audio recording in a classroom or school setting (i.e. non-public) must be received in advance.
  - 1.2 Annual consent forms must be kept on file for all students.
  - 1.3 If no form is returned or if the consent section is not completed, it must be registered as “no consent” for that student.
  - 1.4 An annual “no consent” list should be maintained and distributed at each school.
2. School and district staff cannot control news media access in public locations (e.g. field trips or off school grounds) or school events open to the public, such as sports events, student performances, school board meetings, etc.
3. Staff should ensure that student photographs or videos are stored only on school district owned devices and not personal equipment.