



St. Gilbert School

Guidelines for Use of Student Work and Image on the School Web Page and in Marketing

Dear Parent/Guardian:

School Web pages are public documents welcoming the outside world to the school. The Archdiocese of Chicago has established guidelines for school Web pages. They must support the educational mission, goals, and objectives of the Archdiocese and must be appropriate for access for anyone. In producing Web pages the following goals are considered: (1) introducing external visitors to the school and its program (2) linking internal users to outside information resources.

As part of class/course projects, students may be developing and publishing Web page(s) on the Internet. Publishing Web pages is similar to publishing a newspaper with text and pictures. Just as anyone may pick up and read an article in a newspaper, anyone with access to a computer and to the Internet may find and read student Web pages.

Please read the **Parent/Guardian Authorization/Permission Form for Student Web Page Activity** to determine if you agree or not to permit your child(ren) to participate in the school's student Web page activities. Please complete and return this form to the school. If you have any questions, please do not hesitate to contact the office.

Guidelines for Use of Student Work on School Web Pages

Grades Pre-K through 6	Grades 7 through 12
Student Work <ul style="list-style-type: none"> First name, last name initial are permitted with no indication of grade level and no individual photograph with the student's name. 	Student Work <ul style="list-style-type: none"> First name, last name initial are permitted with no indication of grade level and no individual photograph with the student's name.
Student Photographs <ul style="list-style-type: none"> Small or large group photographs of students are permitted but may not have any identifying names. Individual student photographs are not permitted. 	Student Photographs <ul style="list-style-type: none"> Individual, small or large group photographs of students are permitted but may not have any identifying names.

___ **I grant permission** for my child (ren)'s first name, last initial/photograph/information to be published on the Web page(s) on the Internet.

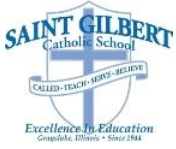
___ **I do not grant permission** for my child (ren)'s first name, last initial/photograph/information to be published on the Web page(s) on the Internet.

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

(over for Marketing Permission Policy)



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Marketing Permission Policy (Parent/Guardian Signature Required) *in the Student Handbook.*

On occasion, *St. Gilbert School* uses photos and/or academic work of students in school/parish publications to share information about the school. School publications include, but are not limited to: the website, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins, and other public relations material.

In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events.

Please check and sign below:

_____ My child's photo or academic work may be published in any format including group or individual photos.

_____ My child's photo or academic work may **not** be published in any format including group or individual photos.

Print Name and Grades of Child(ren): _____

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date