



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

## MEDIA/SCHOOL WEB SITE PERMISSION FORM

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

Dear Parents/Guardians:

We would like to tell the community about the many positive things taking place in our school. However, we want to strike the right balance between getting our message out and respecting the wishes of parents/guardians who do not want their children photographed or videotaped or their child's name, work or photo displayed on the District's or school's web site.

Photos, videos, interviews or student work and names will only be displayed with the principal's or vice-principal's permission and will not be used for commercial gain.

Please fill in the following permission form and return by \_\_\_\_\_.

Yours truly,

Principal

- I consent to my child being photographed, videotaped, or interviewed and their name and image used in school or district publications and media coverage of school related events.

I consent to my child's

- school work (text, videotape, audio, art etc),
- name,
- photo/image/video image being used on the school web site.

**OR**

- I do **NOT** consent to my child being photographed, videotaped, or interviewed.
- I do **NOT** consent to my child's work, name or photo/image/video image being used on the school web site.

Student name (please print)	
Grade	
Signature of parent/guardian	
Date	

*The personal information on this form is collected under the authority of the Education Act and will only be used for the purpose of allowing work, names or photo/image/video image to be placed on the school web site. Please contact your principal if you wish to discuss this form.*



OTTAWA-CARLETON  
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## APPROPRIATE USE OF TECHNOLOGY AGREEMENT INTERMEDIATE/SENIOR STUDENTS (GRADE 7 TO GRADE 12)

(References: OCDSB Policy P.100.IT *Appropriate Use of Technology* and  
Procedure PR.622.IT *Appropriate Use of Technology*)

The Ottawa-Carleton District School Board (OCDSB) recognizes the benefits that technology can bring to support student learning, staff development, communication with stakeholders, and other administrative and operational activities aligned with the core business functions of the OCDSB.

The OCDSB supports and encourages responsible use of technology through the following nine principles of Digital Citizenship: Digital Access, Digital Commerce, Digital Communication, Digital Literacy, Digital Etiquette, Digital Law, Digital Rights and Responsibilities, Digital Health and Wellness, and Digital Security. Users who are given access to the District's technology, its electronic devices, or who use their own technology or personal electronic devices in the District's learning or work environment, whether connected to the District or non-District networks, are required to know and abide by the Policy P.100.IT *Appropriate Use of Technology* in order to ensure that all technology is being used in a safe, legal, and responsible manner.

**Technology** refers to electronic content, data, communication, and equipment.

I Agree That:	Student's Initials	Parent's/ Guardian's Initials
I understand that the sharing of personal information without consent is wrong and can have consequences both in school and outside of school. Personal information includes: name, telephone number, address, passwords, images or videos.		
I agree that I will not use the OCDSB's system to share personal information without consent.		
I will access only my personal files and acknowledge that accessing the files of others or the OCDSB network is not appropriate.		
I will use technology at school for learning and will be responsible for my behaviour while using technology. I will not harass, insult, or attack others. Appropriate language must be used over the network at all times.		
I understand the security, care and maintenance of my personal device is my responsibility. I will securely store my device when not in use.		
I will not use technology for transmitting or viewing any material in violation of legislation, regulations, OCDSB policy or procedure including copyrighted, threatening, or obscene material. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.		
I will not download or use programs that are not approved for instructional use such as videos, games or music.		

I Agree That:	Student's Initials	Parent's/ Guardian's Initials
I will not interfere or vandalize the equipment, which is defined as any attempt to harm or destroy equipment, data, and / or the operating system or applications.		
I understand that my use of technology can be monitored and logged by the OCDSB.		
I agree to follow the principles of Digital Citizenship, Community of Character, School Code of Conduct, OCDSB Policy P.100.IT and Procedure PR.622.IT.		
I understand that these rules are designed to keep me safe and if I choose not to follow them school sanctions will be applied.		

I acknowledge and agree to follow these rules. I understand that I may not be able to access technology at school if I do not act responsibly.

Student's Name \_\_\_\_\_ Student's Signature \_\_\_\_\_

<b>Parent/Guardian Permission [if student is under 18 years of age]</b>	
I agree to allow my child to use the technology resources of the Ottawa-Carleton District School Board and/or to use their personal owned devices in accordance with legislation, OCDSB policies and procedures. I have discussed appropriate use with her/him.	
Parent/Guardian Signature _____	Date _____