

REQUEST TO LIMIT PHOTOGRAPHY AND VIDEOTAPING

Dear Parents/Guardians:

While your child is at school or attending a school-sponsored event, he/she may be photographed or videotaped by members of the school's staff, by parents, and by others. This may occur in one or more of the following situations:

BY NON-SCHOOL STAFF:

- **SPONTANEOUS SETTING:** On occasion, students may be photographed or videotaped by no school staff (such as parents, other students, new media, etc.) while the students are involved in activities at school or non field trips which are open to members of the general public. In most cases, the school cannot control this kind of spontaneous photography or videotaping.
- **INVITATIONAL SETTING:** There may also be occasions when students will be photographed or videotaped by parents or others such as new media personnel while they are participating in activities which are not usually open to the general public (such as regular classroom instructional activities). The school can monitor to some degree such occasions so as to prevent any undue invasion of privacy or disruption of the instructional process.

BY SCHOOL STAFF: The staff may take pictures and make videos at school.

- **INTERNAL USE SETTING:** Most of these photos and videos are used for internal school use. They are often used for the school's yearbook and teacher bulletin boards.
- **PUBLIC RELATIONS:** Sometimes the staff may want to use some of these photographs or videotapes in order to produce public relations materials for the school (such as school brochures, new releases, or other public relations publications). When this occurs, the school may request a signed release form from the parent.

Please complete this form and return it to the school. If you do object, every effort will be made to prevent your child from being photographed in these settings. Please note that your objection will not prevent the school from photographing your child for internal school photographs or for inclusion in the school's yearbook.

CHECK THOSE WHICH APPLY

BY NON-SCHOOL STAFF: I ask the school to prevent as much as possible the photographing or videotaping of my child by non-school staff.

BY SCHOOL STAFF: I ask the school to not use photographs or videotapes of my child in any of the school's public relations materials (such as school brochures, news releases, etc.).

I HAVE NO OBJECTIONS

Signature of Parent of Guardian	Name of student and grade (Please Print)
Parent/Guardian's Name (Please Print)	Date