



Saint Stephen School

418 Ridge Rd.
Hamden, CT 06517
203-288-6792

<http://saintstephenschool.net>

Photo Permission Guidelines

Dear Parent or Guardian,

Saint Stephen School hosts a Website at: www.saintstephenschool.com. Occasionally we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student, a group of students, or a sample of a student's work. We may also use these photos in brochures, posters, and various other means of publication.

If students' pictures or works are used:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

Before posting pictures of students or samples of student work, we require that the parent(s)/guardian(s) sign the permission form below. We will keep this signed form on file for this school year.

Photo Permission Form

I **grant** Saint Stephen School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on Saint Stephen School website, or in other print or electronic media.

Please check the blanks below to indicate which permission(s) you grant and then sign and date as indicated.

Saint Stephen School has permission to post samples of my son/daughter's schoolwork in its media.

Saint Stephen School has permission to post a picture of my son/daughter in its media.

I do not grant Saint Stephen School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on **Saint Stephen School** website, or in other print or electronic media.

Print Name of Student _____

Print Name of Parent(s)/Guardian(s) _____

Signature of Parent(s)/or Guardian(s) _____ **Date** _____

NOTE: This agreement will be in effect as of the date signed and may be revoked at any time by contacting your son's or daughter's school principal.