



# LIBERTY LEADERSHIP ACADEMY

## PHOTO/MEDIA RELEASE FORM

Dear Families,

We will have a lot going on at Liberty Leadership Academy and we would like to share as much of that as possible with you. One way we can do this is by taking pictures of the students while they are engaged in school activities. Sometimes we take photographs/videos of the students either at school or when they are involved in organized activities away from the school campus. We may use these photographs and images of the students in our prospectus or in other printed publications we produce, as well as on our school and/or teacher website or on school displays. We may also make a video, audio, and/or webcam recordings for educational value.

From time to time the media may visit our school and may take photographs, film footage, or carry out audio interviews. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programs. Photos for the media and other publicity purposes may also be taken at events where the school is participating. Liberty Leadership Academy is committed to ensuring the safety of all our students; therefore, we observe the following guidelines regarding the use of digital images of students.

- A. Our school home page will never link a student's full name with his or her photographic image. We may identify groups of people, such as "The third-grade class working on their science projects."
- B. Parental permission will be required before any student's image is included on the school website. This release form will be signed and kept on file to signify that permission has been granted.
- C. All existing acceptable use policies regarding web searches and email by students are in effect in regard to home page "publishing." All school rules and community standards are in effect during any use of digital technology, including digital cameras, scanners, etc.
- D. It is understood that the school website is accessible to the public, and as such the school cannot assume responsibility for the misuse of texts or images included on the site.

This letter explains our policy for use of photographs in further detail. After reading this information, please complete and return the form to let us know your wishes. Please keep a note of these for future reference. Please note: Consent forms have been sent for each child, not each family.

**Thank you.**

Parents and Guardians,

Please fill out this form and return it to the office. **Please make sure you circle a “yes” or “no” for each section. If a choice is not made, we will assume your answer is “Yes.”**

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|-----|----|--|
| Yes | No | In-school displays – Including but not limited to bulletin boards, class-made books, or student multimedia projects; students may be identified by first and last name.  |
|     |    |  |
| Yes | No | School yearbook – including but not limited to portrait photography and possibly informal or group photos; students may be identified by first and last name.  |
|     |    |  |
| Yes | No | Other school publications – including but limited to student publications, school anthology, school newsletter; students may be identified by first and last name.   |
|     |    |  |
| Yes | No | Outside Publications – including but not limited to local/area or state publications.  |
|     |    |  |
| Yes | No | School & teacher website, blogs, & podcasts – included to main pages, class pages, or special event pages, recordings of students sharing their work, student writing, additional student work; students may be identified by first name only. |
|     |    |  |
| Yes | No | School Video & Webcam Recordings – including but not limited to main pages, class pages, or special events pages; students may be identified by first name only.   |
|     |    |  |
| Yes | No | Social Media – including but not limited to Facebook, Twitter, Vimeo, and YouTube; students may be identified by first name only.  |

I have read and understood the above policy on “using photographic images.” I understand that my decision on whether to give consent will remain valid throughout my time at Liberty Leadership Academy and will continue through one year after they leave unless I notify the school to the contrary in writing. The consent will automatically expire after this time. I promise that if I, or members of my family, take photos or video recordings of any school event, these will be kept for family use only.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_