

1.0. School Administration

1.A. General

1.A. INFORMED CONSENT

Policy Reference: EL-1.1 and EL-1.2

Reviewed by Committee: September 30, 2014

The Board of Trustees of Lakeshore School Division acknowledges the importance of informing parents/guardians, staff, students and the general public with information describing the activities of the Division. Newsletters, Community Reports and other media are the means of this communication.

At the same time, it is recognized that the privacy of students, staff, volunteers and community members must be respected. To ensure that privacy and safety are safeguarded, the following guidelines should be met:

- the taking of photographs, films, audiotapes, digital images and recordings of any individual in the school is the collection of personal information and must comply with FIPPA (Freedom of Information and Protection of Privacy Act).
- “informed consent” will be written permission from a parent/guardian for students under age 18; and from any adults
- parents/guardians shall be informed about the intended use of the photographs, film, etc.
- student names shall not be included in any published photo, etc.
- consent may be collected annually
- all signed release forms are filed in the cumulative folder or in a binder
- an exclusion list of students/staff not having consent is available

Reference: Appendix

Sample of “Informed Consent”