

Wappingers CSD Department of Technology

Hollowbrook, Building #3 - 29 Marshall Road, Wappingers Falls, NY 12590

September 2000

To: Parents and Custodians of Wappingers CSD Students
From: Charles Hill, Director of Technology

Re: Guidelines for Publishing Student Photographs and Work on WCSD Web Pages

The Wappingers Central School District, its schools and departments regularly publish instructional or informative text, photographs, original artwork, or other creative resources on its Internet web sites [<http://WappingersSchools.org>]. On occasion, the district publishes Internet web pages that include photographs of or work by some of our students. We want you to know and understand the guidelines we follow when we publish these things. We understand that publishing on the Internet is similar to publishing in a newspaper and can almost be treated in the same manner. Nonetheless, the Internet and school web pages are still new and unusual enough to treat them differently in several key regards. As a result:

- We will never publish a student's full name or identifying information (such as address, email address, or telephone number) without the written consent of a custodial parent in each instance.
- We will never identify a student in a photograph by last name without the written consent of a custodial parent in each instance, though we may publish a picture made by a student and include that student's first name. (**A Flower**, by Mary, for example.)
- We often publish photographs of a school activity or program where students (but not their names) appear in the photograph. In these cases we will not send home a form asking for the written consent of a custodial parent. If you do not want your child included in any such picture, we ask you to notify us of this in writing at any time during the school year. We will then exercise every reasonable effort to ensure that your wishes are followed.
- We will seek the written consent of a custodial parent every time we wish to publish a student's picture where the focus of the picture is on the student rather than a school activity or program.
- We often publish portions of student work on our web pages. If the work is part of a personal or classroom activity not directly tied to the creation of a web page, we will ask for the written consent of a custodial parent to publish it. We will not ask for written consent if the work is created as part of a specific project intended to produce school or district web pages.

We ask you to keep one copy of this form and to return the other copy to your child's teacher. This form is not a substitute for the form we will send home when we ask for the written consent of a custodial parent for a specific publication of a picture or item of student work. If you have any questions or suggestions (including ways of improving the guidelines or this form), please contact the Director of Technology either through your child's teacher or directly by phone (298-5000, ext. 156) or email (chill@do.wcsd.dcbores.org).

Please keep this copy

Return this copy to your child's teacher

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Name of student: _____ School _____

Grade _____ Teacher _____ Date _____

Name of parent or guardian _____ Signature _____