



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

School: \_\_\_\_\_

School Year: \_\_\_\_\_

Revised 4-JUL-2023 - District Accountability – Records & Information Management

**Adult Student Media Release and Photographs - Consent Form**

*The Upper Canada District School Board (UCDSB) endeavors to be as inclusive as possible while respecting the individual confidentiality of students. The UCDSB collects, retains, and uses your likeness and personal information in a variety of ways in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56 and the Education Act R.S.O.1990, c.E 2.*

*The UCDSB and individual schools are pleased to share live-streaming of some UCDSB sporting and other events for viewing students, parents, guardians, and the larger public on the UCDSB YouTube channel.*

**Please indicate your consent (Yes) or non-consent (No) to the left with your initials:**

**Yes**  **No**  I understand that as part of an overall school experience (which could include performances, ceremonies, sporting events, school life photos, etc.), images of students may be recorded by UCDSB staff, as well as external parties, for use in public social media, print media, or televised. This can include my name/image, student work, or performance as I am involved in educational/extra-curricular activities before, during, or after school. Personal information collected and disclosed in this manner, once made public, is beyond the control of the UCDSB. I consent to this. In the event of non-consent, please be aware that we will do our best to comply within our capabilities while recognizing that recording devices are readily available, and we are not able to eliminate the potential for publication 100%.

**Yes**  **No**  I understand that **individual student and/or classroom group photographs** may be taken by a **photography agency** and acknowledge that such photos will be used as part of the Ontario Student Record, become public once sent home with each student, used in a school yearbook (which may be digital), and/or used in school displays. I consent to this.

I acknowledge I have read all of the above and where my consent is indicated as “Yes”, release any claim to the protection of my personal privacy under the provisions of the Municipal Freedom of Information and Protection of Privacy Act and will not hold the UCDSB responsible for any harm that may arise from the aforementioned. I release ownership, moral rights, or financial benefit, whether this use or disclosure is known or unknown to me.

**Is there additional information you would like to add?**

**Please speak directly with your school Principal should you have any questions or concerns.**

**Yes**  I understand that I can, at any time, revoke my consent by informing my Principal in writing.

**Yes**  I understand that this form will remain active on my file at the school until replaced by the most recent signed form.

Student's Name (Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Working with the best interest of all students in mind, The Upper Canada District School Board endeavours to be as inclusive as possible while respecting the individual confidentiality of all students.*  
*Please be sure to speak with your school Principal directly about any specific circumstances or concerns.*

**Q1. Why do we require adult students to sign this form?**

- Consent is sought with this form to allow the Upper Canada District School Board and its school communities to showcase and celebrate the educational journey of students, while working to respect confidentiality.
- The Board operates in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With very limited exceptions, it is a legal requirement that the Board seek consent of adult students before using a student’s likeness and personal information for purposes other than those authorized in the Education Act.

**Q2. What happens if a form is not completed and returned to the school?**

- A school must assume ‘non-consent’. Documented follow up with the adult student should take place to ensure this was the intent. (for example - student photo cannot appear on a school Facebook page or in a digital yearbook if form giving consent is not returned.)
- **NOTE:** Individual student photos may still be taken by an outside photography vendor for school administrative purposes only, and may appear in printed school yearbooks or graduating class displays posted in schools as outlined in our **Notice of Collection** statement posted on the UCDSB website [http://www.ucdsb.on.ca/our\\_board/freedom\\_of\\_info\\_privacy/notice\\_of\\_collection](http://www.ucdsb.on.ca/our_board/freedom_of_info_privacy/notice_of_collection)

**Q3. What is meant by ‘consent’?**

- The issue is consent to collection, publication, dissemination and disclosure of student works, likeness, and personal information, not to participation in an event.
- Consent is sought to ensure that, while all students have the opportunity to participate in activities and events, adult students are aware that they may be recorded, and/or that a student’s likeness and personal information may become public.
- It is important for adult students to note that once photographs are used in school displays or media pages, are sent home, or are used in yearbooks (which may be digital), such photos become public.
- UCDSB sporting and other events are public events and may be live-streamed by the UCDSB to YouTube or other social media, or by other local media. The Board does not have any control or authority over how external media organizations, other parents or the general public use or disclose information in a public venue. Live-streamed recordings may appear on the internet or other publications beyond our control. It is important for adult students to know that it is not possible to remove or otherwise edit out a student from a live-streamed event.
- **Please speak directly with your school principal, who will work with you, should your participation in such public events be of any concern to you.**

**Q4. How often does this form need to be signed?**

- The form is signed upon registering a student in a UCDSB school and the option is available for an annual review thereafter to allow you to reconsider your consent.
- A new form can be signed any time should an adult student wish to revise their earlier consent/non-consent.
- The form remains active and on file at the school until replaced; otherwise, the form signed by the adult student remains active until the student leaves the school.

**Q5. How does an adult student change their decision/consent?**

- Consent can be revoked or otherwise revised at any time by informing the Principal in writing.

**Q6. What if an adult student chooses not to consent?**

- Should you select “No” to represent you do not consent in any part of the form, please be assured that your school principal will work with you in your best interests, to ensure that your image or other identifiers are not recorded or released, are “blurred” or otherwise made unidentifiable in a recording.
- **Please be sure to speak directly with your school principal, who will work with you to address any concerns you may have, and to ensure you continue to feel included.**

**Q7. What happens when a student becomes of legal age (18)? Is a parent’s/guardian’s previous consent binding?**

- On their 18th birthday, a student may sign their own consent form, at which time the student’s decisions regarding consent becomes binding. Everything produced from this day forward is their property.
- Parents/guardians are custodians of their child’s property up until that point and have the power to direct what is done with it, which can’t be undone simply because the student turns 18. However, if work has not been used previously, but is going to be used after the 18th birthday, it is the student’s consent that should apply.