

## Photos and Likenesses/Directory Information/Policies & Procedures 2019-2020

*The purpose of this document is to let parents choose whether to share information (pictures and directory information) with others in the school or in school promotions and to acknowledge receipt of important policy information.*

**\*\*Allowing TECS to use photographs on our website, Facebook, and other social media sites is very beneficial to promoting our school. It lets us showcase the success of our program. Please consider including your children in our efforts. (We will never post your child's name along with their photo, unless we first obtain further permission from you.) Please check if you DO NOT want the following items used. **\*\*By not checking the boxes, you are helping us to promote our school.****

☐ I **DO NOT** give permission for my **child's picture or likeness and academic works** to be used in Thomas Edison's website, social media accounts and any other form of media (e.g. newspapers or other online sources)

☐ I **DO NOT** want to share **directory information**, as defined in FERPA and policy (see reverse of this form)

☐ I **DO NOT** want to be included in a **carpool directory**. This directory will include only my name, phone number and city in which I live. The list will be given only to other parents of TECS students who may be needing carpool information.

**Release Form**— for any photograph and/or academic work used on the Thomas Edison Charter School website or other media (e.g. newspapers, social media or other online sources).

By letting Thomas Edison Charter Schools use your child's picture you hereby authorize **Edison North** or its representatives to photograph, digitize, or otherwise preserve in permanent form my the likeness and/or image as well as any example of academic works.

I agree that any such likeness (picture) may be used and reused in whole or in part for multimedia productions, internet distribution, illustration, promotional purposes, and/or educational distribution as deemed fit by **Thomas Edison Charter School-North (Edison North)**, in perpetuity, throughout the world.

I also understand that once my child's image is posted on the **Edison North** Web Site or social media, the image can be downloaded by any computer user internal or external to the school system. Therefore, I agree to indemnify **Edison North** and hold **Edison North** harmless from any claims. I also release **Edison North's** officers, agents, faculty, and employees from any and all claims based on the below named minor's likeness, or use of likeness of such, and agree to hold **Edison North** harmless from any and all claims by third parties, including any claim based on allegation of copyright infringement from his/her likeness.

☐ I **HAVE** received the **Bully Prevention Policy**, as defined in the TECS Policies and Procedures Manual (by email & on website).

☐ I **HAVE** received the **Emergency Response Policy**, as defined in the TECS Policies and Procedures Manual (by email & on website).

**If completing this form for a minor, please read and sign the following:** I hereby warrant that I am of full age and have every right to contract for the minor in the above regard. I state further that I have read the above authorization, release, and agreement, prior to its execution, and that I am fully familiar with the contents thereof.

\_\_\_\_\_  
Minor's Name & Signature

\_\_\_\_\_  
Parent Name – Please Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

Please check one: ☐ Father ☐ Mother ☐ Guardian

# Family Educational Rights and Privacy Act (FERPA)

## Notice of Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Appropriately designated "directory information" may be disclosed without written consent, unless you have advised us to the contrary. The primary purpose of directory information is to allow the school to include information from your child's education records in certain school publications. Examples include: a playbill, showing your child's role in a drama production, the yearbook, honor roll or other recognition lists.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks.

If you do not want Thomas Edison North to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the school in writing by September 1st of this year. Thomas Edison Charter Schools have designated the following information as directory information:

- **Student's name**
- **Address**
- **Photograph**
- **Date and place of birth**
- **Dates of attendance**
- **Grade level**
- **Honors, and awards received**
- **The most recent educational agency attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**
- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**