

## **MEDWAY SCHOOL BOARD POLICY WEB SITE PHOTO RELEASE POLICY**

### **Code: IJNDC-A**

From time to time we take pictures and shoot videos to use in our newsletters and for other school publications and projects. One of our district publications is our web site located at <http://www.medway-ms.u113.k12.me.us>. As part of this web site we want to be able to showcase student work and activities and recognize their achievements.

Medway School Department has developed content guidelines for our school web sites in this regard.

- The full name, address, phone number, or email address of a student will not be provided on a school web site.
- Photographs of large groups of students may be posted on a school web site without parental permission as long as individual students are not singled out or identified in any way (e.g. a school assembly, sporting activity or music festival).
- Parental permission must be obtained before photographs of individual children or small groups of children (e.g. class photos) are posted on a school web site.
- Students will be identified by first name only unless we have specific parent permission to use the student's entire name such as when an award is presented. (Photos and rosters of school groups or teams may include full names and or uniform numbers since this information is regularly published in local newspapers as well.)

**Adopted: 10-15-02**