

# Burlington Public Schools

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123 CAMBRIDGE STREET  
BURLINGTON, MA 01803  
(781) 270-1800

## Policy for Use of Student Information and Images for Educational Purposes

Under Department of Education Regulations, the school may release for publication certain information concerning your child from time to time without first obtaining your consent, UNLESS you indicate now that we should not do so. The Burlington Public Schools regularly recognize students by publishing their names and/or pictures in the newspaper, Internet, school newsletters, video/cable access television, etc. The information, which may be released for publication, includes only the student's name, class, participation in officially recognized activities and sports, degrees, honors, awards, and post-high school plans. Photographs may also be taken during school activities for use on the Burlington Public Schools Web Sites, in newsletters, yearbooks, and newspaper articles.

The Burlington Public Schools has designated certain information in the educational records of students as directory information for the purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations of 603 CMR 23.00 et seq. We understand that you may not want to have your child's name, photo, or achievement published. In order to respect and protect your student's privacy rights we would ask you to complete the form below to let us know if you do not wish student information published in any form. We will only request this information once and keep it on file for the entire time your child attends the Burlington Public Schools. If you wish to modify this consent at any time please contact the appropriate school your child attends to update your child's status.

Regarding the School Department Website, to insure that information published is appropriate for the school department educational community, the following guidelines have been established for content. Protection of Privacy management of students and their work.

1. All content, links, and graphics published on the school website should be appropriate for the school community and approved by the school administration.
2. No student contact information will be posted (address, phone number, e-mail addresses etc.)
3. If a student's photo or work is used on the web pages of the district, either the name will not be used or only the first name will be used.

Please check and sign a copy of this form and return the form to the appropriate school office for each of your children where it will be kept on file.

**Yes**, I give permission for the Burlington Public Schools to photograph, videotape, or audio record my child and that this may be used for school department publications, internet pages, and school related video productions and performances. This information may also be released to local news media.

**No**, I do not give permission for the Burlington Public Schools to photograph, videotape or audio record my child for publication.

Student Name (Please Print): \_\_\_\_\_

Parent /Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_