



Policy

Schools will provide a learning environment where staff, students', and parents' rights to privacy are protected and comply with the Personal Information Protection Act.

Procedures

Taking photos, videos, digital images and recordings of an individual at school is the collection of personal information and must comply with the Personal Information Protection Act.

The purpose of this regulation is to permit photographs and other recordings of students and student work as part of, or as a supplement to, the educational program, while ensuring that the personal privacy of students, teachers and other staff members is respected.

Public event means a school sponsored event or activity that is supervised, organized or advertised and intended to be open to or accessible to the public, regardless of where it is held.

Recording means a visual, audio, pictorial or digital representation and includes a photo video, digital image, or any other type of recording of personal information.

1. Recordings for Educational Purposes:

- 1.1 No one should be unaware of being filmed or audio recorded; ask permission before photographing or filming and respect those who do not wish to be on film.
- 1.2 Students and teachers may take recordings of students at school or at school-related activities or recordings of student work for use within the school as long as they are a part of, or supplement to, the educational program.
- 1.3 Parental consent is not required for teachers to take recordings of students within the school or at school-related activities or recordings of student work.
- 1.4 Cell phones with cameras are banned from change rooms, and washrooms.

2. Public Events:

- 2.1 Anyone attending a public event at a school may take recordings as long as they comply with the direction of the school principal and school rules.
- 2.2 Daily school operations are not public events and the permission of the school principal is required before parents, or members of the public may take recordings, including hallways, classrooms, gymnasiums, and school grounds.

3. Parental Consent:

3.1 Except at public events, the principal or designate must ensure that the written consent of the parent is obtained at the beginning of the School year before a member of the media or a person other than an employee may take pictures or recordings of:

3.1.1 a student at school, if the student is identifiable, or

3.1.2 the student's work

4. Web Site Publications:

4.1 The principal must ensure that the parent/legal guardian of a student complete the School's specific release form for the web site before recordings of an individually identifiable student or student personal information or the student's work, is posted or published on a school web site or the CISPg web site.

5. Student Pictures:

5.1 The principal or designate must inform parents about:

5.1.1 student pictures, class pictures and team pictures for purchase by parents or students; and

5.1.2 the intended use of the student pictures such as class projects, yearbooks, publications and student identification cards.

5.2 The principal or designate must ensure that contracts for student photographs protect student privacy and confidentiality.

6. Cell Phones:

6.1 Student cell phones must be turned off during school hours, unless approved and directly supervised by staff.

7. Yearbooks:

7.1 The production of school yearbooks is part of the educational program and photos and other personal information may be included in the yearbook without requiring consent.

7.2 Notwithstanding (7.1), consent must be obtained before personal photos such as baby pictures or other photos taken outside the school program are included in a yearbook.

7.3 Photos taken at public events, or in classrooms, may be included in a yearbook without consent.

7.4 Yearbooks may not be posted on the school's web site.

7.5 Yearbooks must be available for purchase only within the school community.

7.6 The yearbook must be approved by the principal or designate before going to the publisher.

References:	Date: August 2023
	Revisions: