

## Photo Policy and Consent Form

The Alcott School communicates with parents throughout the school year. This communication takes the form of information on our password-protected parent website, newsletters which may be emailed or sent from individual classrooms, displays on bulletin boards at school, and presentations on back-to-school night, parent orientation and other events. We like to use photographs of our classes in action in these communications because we believe that parents enjoy seeing their children engaged in the classroom and school activities. These pictures are often used in the classroom in photo books for the children to “read” and for families to enjoy.

The Alcott School requests that parents read and indicate on the Alcott School Photo Policy and Consent Form whether they consent to use images of their children for the purposes described above. If you object, please indicate your objection on the consent form.

The consent forms are maintained in the child’s record and the consent information is recorded in the Alcott database. Head teachers are provided with a master list from the database indicating which children are permitted to be photographed.

Photographs are taken by a head teacher or a designee familiar with the Alcott School Photo Policy. Only the authorized Alcott school camera may be utilized for this purpose. Personal cell phones are never used to photograph children at the Alcott school.

Once the photographs are taken, the head teacher will review the pictures and the master list to determine if parental consent has been provided. If consent has been provided, photographs may be posted on a password-protected website which is reserved for parental communication. They may also be used on bulletin board displays within the school, and may be used within the school for presentations to parents and books for the children. (We will not use your child’s photo on the School’s home page or other page that is generally available to the public unless we request and obtain your separate written consent.)

Pictures are selected for the password protected parental website in the following way: Head teachers provide pictures for the “classroom corner” pages. Head teachers submit the photographs to their program coordinators. Program coordinators review photographs to ensure compliance with the Alcott School Photo Policy and then forward the approved pictures for posting to the Alcott School web manager.

Pictures are posted using the following guidelines. A maximum of one picture per child each week will be posted on the website and a maximum of 3 group pictures of each class will be posted weekly. The pictures will remain on the classroom pages for a limited time period. Pictures will be changed seasonally at the beginning of the season, Sept 21, Dec 21, March 21 & June 21. Parents will be notified at orientation regarding the purging of the pictures and teachers may choose to send reminders to families before each purge date.

CONSENT

I am the parent/guardian of \_\_\_\_\_, a student at The Alcott School. I have read and understand the Alcott School photo policy.

\_\_\_I, hereby, consent to use of my child's photograph on the password-protected parent website, on bulletin boards and posters within the School, and for general parental communication as described in paragraph 1, above.

-OR-

\_\_\_I do NOT consent to use of my child's photograph on the password protected parent website, on bulletin boards and posters within the School, and for general parental communication as described in paragraph 1, above.

\_\_\_\_\_,  
Parent Date