

## **APPENDIX A PHOTO/VIDEO AND NAME RELEASE**

### **A.1 – ARCHDIOCESAN GENERAL/PASSIVE PHOTO/VIDEO and NAME RELEASE POLICY**

A passive consent release is to be included with the annual sign-off page of the student/parent handbook in schools or as a separate statement to parents for other parish ministries regarding the use of images and also concerning other records or information allowing parents to object to release if they wish. This statement should be worded similar to the following:

- I understand that from time-to-time images (photographs, videos, etc.) of my child may appear without specific identifying information in school or parish publications, brochures, programs, or on websites unless I object in writing (such objections cannot be construed to include “crowd shots” in public settings such as athletic events, youth rallies and other such events over which the school/ parish may not have overall control). The use of images with identifying information shall require specific parental permission before publication.

Parents may review, copy, seek to amend or disclose student information in school records upon 48 hours prior notice to the school office. School records may be shared for legitimate purposes by the school without consent (for example, when a student enrolls in another school within the Archdiocese of Indianapolis or matriculates to a higher level [i.e., from middle school to high school], and other similar situations). The school will request a signed parent release for records being sent to public schools or Catholic schools outside the archdiocese. Special provisions for release of certain records may apply to children with identified special needs.

“Directory information” regarding my child may also be shared for legitimate purposes without parental consent. Directory information is generally defined as: names, addresses, telephone listings, e-mail addresses, date and place of birth, honors and awards, dates of attendance and similar information for school/parish use for purposes such as program rosters, athletic rosters, parish directories, parent-to-parent directories, playbills, programs, yearbooks, honor rolls and other such purposes. Directory information may generally be released to third parties such as school photographers, colleges, military recruiters, trip organizers, class ring vendors and others for legitimate purposes unless the parent objects in advance in writing.

Holy Family School shall maintain a list of all parent objections to the use of unidentified images and/or directory information and make every attempt to ensure that such objections are honored by the school.

A permission form for the authorization for use of photographs or likenesses (active consent) shall be used in all cases on a per occurrence basis when images of children or adults are identified in and released for any publication by the school or parish along with accompanying information about the person, their accomplishments, etc. The following or similar wording should be included in the release:

- I, (name of subject), do permit and authorize School/Parish and its employees, agents, and personnel who are acting on behalf of the School/Parish to use my photograph or other likeness and appropriate identifying and accompanying information for purposes related to the educational mission of the School/Parish, including publicity, marketing, and promotion of the School/Parish and its various programs and ministries. I understand my photograph or likeness may be copied and distributed by means of various media, including video presentations, television, news bulletins, billboards or signs, brochures, placement on websites, or in newspapers.
- I understand that, although the School/Parish will endeavor to use my photograph or likeness and

identifying and accompanying information in accordance with standards of good judgment, the School/Parish cannot warrant or guarantee that any further dissemination of my photograph or likeness and information will be subject to School/Parish supervision or control. Accordingly, I release the School/Parish from any and all liability related to dissemination of my photograph or likeness.

- Signature of subject and date:
- If the subject is under the age of 18 years, must also be signed and dated by parent (guardian):

Such permission and release of liability for the authorization for use of identified photographs or likenesses shall be obtained in all cases or the image should not be used.

Rule Promulgated: 04/20/2010 by Annette “Mickey” Lentz, Executive Director, Catholic Education and Faith Formation

### **B.1 – FAMILY PARTICIPATION AGREEMENT**

All Holy Family School families are required to read the handbook and sign the Family Participation Agreement. Parents refusing to sign the participation agreement will nonetheless be held responsible to the handbook policies and procedures. Refusal to abide by the handbook will be grounds for dismissal from Holy Family School.