



**Chilliwack School District**  
*"Partners In Learning"*

## **ADMINISTRATIVE REGULATION 715.1**

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### **WEBSITES**

Development of school websites should include the following:

1. Contact information such as an email address or school telephone and fax numbers.
2. A picture of the school.
3. Samples of student work , pictures of bulletin boards, or projects, or video.  
- For all students, written permission from the student and/or guardian to post work such as writing or art is required. Photographs or video, where students are recognizable, may be included on the school website after written student and parent/guardian authorization have been provided. Authorization is required for each website posting and must specify the dates and purpose of the posting. It is the responsibility of the principal to ensure that this authorization is managed at the school. Completed authorization forms will be filed at the school for five years. A student pseudonym could also be utilized.
4. Consultation with individual staff members before including their names, or other personal information on your school web site.
5. Identification of a staff member to be the "webmaster" who should be responsible for organizing the site, checking links, etc. and to ensure that the information is accurate, photos and names are approved, etc.
6. Publication of the website on school stationery, newsletters, etc.

Cross Refs: Freedom of Information & Protection of Privacy Legislation

Adopted: April 24, 2001,  
Reviewed:  
Revised: December 6, 2004

**SAMPLE  
PARENTAL CONSENT FORM**

In accordance with the Freedom of Information and Protection of Privacy Act, School District No. 33 (Chilliwack) requires consent to use personal information for uses that are not directly related to district operating programs or for other consistent purposes.

**Release of Student Photographs/Names for Use on School Website.**

\_\_\_\_\_ **Date**

\_\_\_\_\_ School requests permission to use  
(School Name)

photographs/videos/ of \_\_\_\_\_ to promote the school's  
(Student's Name)

\_\_\_\_\_   
(program/activity description)

The photographs/videos will remain on the website from \_\_\_\_\_ to  
\_\_\_\_\_.

Yes. I give my consent for the publication of my child's photograph/name and comments for purposes consistent with the above.

No. I do not permit the publication of my child's photograph/name and comments for purposes consistent with the above.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*If there are any other special circumstances, please contact the principal*