



**St. Paul's Lutheran School**

1780 CAREER CENTER ROAD, BOURBONNAIS, IL 60914

Laurene E. Hofman, Principal | School Office: 815-932-0312 | Website: [www.stpaulstigers.net](http://www.stpaulstigers.net)

## Using a Photograph or Videotape of a Student

**Pictures of Unnamed Students:** students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or school-related activity.

**Pictures of Named Students:** Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition.

**Pictures of Students Taken by Non-School Agencies:** While the school limits access to the school building to outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign a consent form. Please complete and sign this form to allow the school to publish and otherwise use photographs and videotapes, with you child or ward identified, while he or she is enrolled in St. Paul's.

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### Please Completely Fill Out All Areas Below

**I grant consent to St. Paul's Lutheran School to identify a picture of my child or ward, by full name and /or the school he or she attends, in any school sponsored material, publication, videotape, or website. This consent must be renewed annually while enrolled in St. Paul's Lutheran School. I may revoke this consent at any time by notifying the principal in writing.**

\_\_\_\_\_  
SIGNED Parent/Guardian's Name

\_\_\_\_\_  
PRINTED Parent/Guardian's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child or Ward's Name