

STONEPARK INTERMEDIATE SCHOOL
50 Pope Avenue
Charlottetown, P.E.I.
C1A 7P5

The *Freedom of Information and Protection of Privacy Act* requires that consent be obtained for the collection and use of personal information that is not authorized under the *School Act*. *The Eastern School District* believes the areas listed below are part of a vital, healthy and functioning school, and participation of all students is important and encouraged. Personal information is used by schools in the following ways:

- The use of a student's name, photo and comments in the school calendar, newsletter, annual or other school publication, including yearbook, etc.;
- The taking of individual, class or team photos and the use of student photos for purposes of identification;
- The use of student names on artwork or other material displayed at school or district sites. (School sponsored displays in the community, or works submitted to outside organizations for display, require a signed copyright consent form for the works created by each student);
 - The use of student names, contact information and telephone numbers to verify absence;
 - The taking of photos and/or videos of classroom or other school activities, and their use, by the media where students are not interviewed or readily identified. Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school. The school may not be able to restrict the taking of photographs at public events;
- The taking of photos and/or videos of classroom or other school activities by the District where the material will be used within the school.
- The use of student names/photos for listings of honor roll, graduation, scholarship or other awards or for birthday recognition purposes;
 - The circulation of information on a "need-to-know" basis for students who have severe or life-threatening medical conditions;
 - The use of student names, related contact information and phone numbers by School Councils and volunteers for school purposes.(these groups will be directed to destroy the information at the end of the current school year);
 - The use of student names and academic information necessary for determining eligibility or suitability for provincial and federal awards or scholarships in the event that the District applies on the student's behalf;
 - The use of student names, addresses, parental and emergency contact information, for the provision of transportation services;
 - The circulation of information on any health conditions that may require emergency treatment by the driver will be provided to the bus driver to ensure the safety of students transported on buses;
- The use of student names and related contact information for provincial health authorities to assist with vision, speech, hearing, dental and immunization programs;

If you have any concerns with these uses of information or other possible uses, please notify the school principal, in writing, and we will address your concerns.

Parents/guardians will be contacted by the school for a separate written consent in the following instances:

- Photographs or videos taken by the media or any other organization where individual students are identified or instances where students are interviewed.
- Photographs or videos taken by the District/school where the material will be used outside of the school system.
- Release of student names outside of the school.
- Copyright for artwork or creative writing, which will be reproduced for use outside of the classroom or school.
- Publication of your child(ren)'s name, photograph and/or school work on Eastern School District websites