

# General Permission to Publish and disclose information

Dear Parent/Caregiver,

We are making our permission to publish information as comprehensive as possible to ensure that the disclosure of your child's information is only published in the media channels you approve of. We require parents and caregivers to complete this note at the beginning of every year. However, if your circumstances change please notify the school as soon as possible.

We are seeking your permission to allow Crookwell Public School/NSW Department of Education to publish and/or disclose information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service.

This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

The communications in which your child's information may be published or disclosed include but are not limited to:

- Public websites of the Department of Education including the school website, the Department of Education intranet (staff only), blogs and wikis
- Department of Education publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department's websites
- Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter
- Local and metropolitan newspapers and magazines and other media outlets

Parents should be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.

Please complete the permission slip and return to the school within a week of receipt.

Yours sincerely,

**Michael Whittington**

Principal



## Permission to Publish

I have read the permission to publish information above and I give permission for:

*(Tick the appropriate box/es)*

All

or

- School Newsletter & Promotional Material  
 School Website & App  
 School Facebook Page  
 Local Newspapers & Magazines  
 Local Newspaper Facebook Pages & Websites  
 Instagram  
 You Tube  
 SISP (STEM Industry School Partnership program)

or

None

Crookwell Public School/Department of Education to publish information about my child as described above, including in publicly accessible communications. I understand that this information is valid for the remainder of my child's enrolment at Crookwell Public School. If my child's circumstances change I will contact the school and complete a new Permission to Publish note.

Child's name: ..... Class: .....

Parent/carer/caregiver's name (please print): .....

Parent/carer/caregiver signature: .....

Date: .....

**NSW Department of Education**

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Legal Services Directorate reviewed and current as at 01/11/2012



**Education**