



MEMORANDUM

FORM REGARDING THE USE OF PHOTOGRAPHS AND/OR VIDEOTAPES OF STUDENTS OUTSIDE OF THE DISTRICT AND/OR ON THE DISTRICT'S WEBSITE – 2013-2014

Student Name _____ Current grade _____

School _____ Student ID # _____ Birth date _____

Dear Parents/Guardians:

From time to time the District makes videotapes and photographs of our students and their school work. When we do this for normal school use within the District, we do not require parent permission. Occasionally, videotapes and photographs of our students, their class activities, and their student work are used outside of the District and on our websites. Examples of these uses are: to show the Bellevue community what we do in our schools; to include in broadcast media and newspaper articles, the Annual School Performance Report, and Bellevue Schools Foundation programs; to televise through the City of Bellevue Cable TV station; to make presentations to other audiences at workshops; to post on our district, school, teacher, and curriculum websites along with lesson plans; to use as part of a teacher's National Board Certification program; and to use in a variety of other appropriate district-authorized purposes.

Your student might be included on videotapes or in photographs that could be used for such activities but you have the option to withhold your permission for these activities. Only if you DO NOT want videotapes and/or photographs of your child and his/her student work to be released for such purposes, please check the applicable boxes, sign below, and return this form to the office at your child's school. Otherwise, such use will be allowed.

- ☐ I **DO NOT want** my student's photograph (and/or digital image) or school work posted on the District's websites, which include the District's main website, school, teacher, and curriculum websites.
- ☐ I **DO NOT want** my student included in any photographs, videotapes, and/or digital reproductions for any use outside of the District's own activities, such as for Bellevue Schools Foundation, university, City of Bellevue presentations, or for any other audiences at workshops, or for use in the newspapers, television, or other media.

Parent or Guardian Name _____

Parent or Guardian Signature _____

Student Signature (if student is 18 or older) _____

Date _____

PLEASE NOTE: Parents/guardians do not need to fill this form out every year – this information will remain valid and in effect until changed by the parent/guardian.

The District cannot guarantee the complete removal of a student's information from every site on the Internet, due to the ease of creating links to and copying material from the Internet.