



Consent to use Photos, Audio, Digital or Video Images & Artwork

During the school terms, photographs, audio, digital or video images may be taken at the School. Photographs are taken for archival purposes, for promoting the School in publications, classroom displays, Year Book, website & social media. As the Year Book includes photos from a variety of sources including the professional photos taken of classes, sports & activity groups, it is not possible to exempt any student's image from the Year Book.

From 2014 onwards, the information, as advised below will held to be valid on an ongoing basis. Please write to the School Manager, Emma Granville, if, at any time, you would like to change your instructions regarding your consent to use your child's photos, audio, digital or video images & artwork.

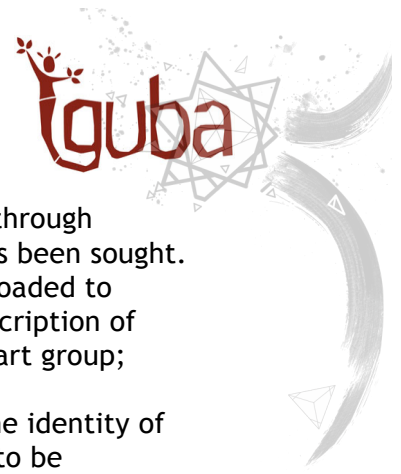
{ Please return this form to the School Office }

I [insert your name] _____, being the parent/guardian of {insert child's name} _____, hereby:

1. Consent to photographs/audio or video footage &/or other images of my child &/or my child's artistic works, being utilised by Guba Farm Playschool for any of the following purposes:
 - a. social media
 - b. educational activities
 - c. marketing & promotional activities
 - d. website
 - e. newsletters & publications (electronic or hardcopy)
 - f. or other specified use.

Please Note: where major campaigns are being undertaken utilising children's photographs/audio or video footage &/or other images or artwork are being used, individual specific consent will be obtained in addition to any consent given by this document;

2. Acknowledge that the work used by Guba Farm Playschool is an authorised use of my child's artwork for the purposes of the Copyright Act No. 36 of 1912;
3. Understand that any photographs, video footage or other images taken may be shown in a public environment (in Swaziland, Southern Africa &/or overseas);
4. Acknowledge that Guba Farm Playschool is not obliged to include my child or the artwork in any/all related promotional activities;
5. Acknowledge that there is to be no payment or further consideration paid for Guba Farm Playschool's use of my child's artwork;



6. Acknowledge that there is to be no identification of my child through promotional activities &/or publications, unless permission has been sought. No names or personal information will be added to images uploaded to websites or social media. Only the name of the school & a description of the activity or group will be used, e.g. Guba Farm Playschool art group;
7. Understand that whilst every effort will be made to protect the identity of your child, can not guarantee that your child will not be able to be identified from the image or work.

Please add a cross in the box below that most reflects your response to this request

I consent to my child's photographs/audio or video footage &/or other images or artwork being used for the above purposes & any School publications for the duration of my child's schooling at Guba Farm Playschool.

I consent to my child's photograph/audio or video footage &/or other images or artwork being used for the above purpose & any publications **with the exception of:**

Please list any exceptions:

For the duration of my child's schooling at Guba Farm Playschool, I **do not consent** to my child's photograph/audio or video footage &/or other images or artwork being used for the above purposes & in any School publications

Signature of Parent/Guardian: _____

Name: _____ Date: _____



NOTES

What is personal information?

Personal information is information that identifies a person. A photograph, video or digital image of a student is personal information about that student. Therefore, a school should consider how student images are recorded & used with regard to the privacy of the student & their family. The usual reasons for use of student images/ artwork by schools include:

- Recording of student participation in school & in school events
- Celebrating student effort & achievement, &
- Promoting the school & events held by the school.

Traditionally, the circulation of these materials has been limited to the school & its local community. However, changes in modes of recording & delivery, such as social media, school website, school magazines & newsletters distributed electronically, means that access to student images has dramatically increased, & when on a preschool website, becomes worldwide.

Personal information that has been collected for a specific purpose, e.g. assessment of student work, may not be published for another purpose without the explicit consent of the parent/guardian or individual (if over 18).

It is important that this consent for publication is informed consent.

Informed consent

It should be explained to the person giving consent that the material will be available to 'the world' to download & use under a CC-BY-NC license. This license is perpetual, irrevocable, free, worldwide, non-exclusive & allows for the replication, distribution, display, performance & remixing of copyrighted work for non-commercial purposes, provided that the author is credited.

What if I give my consent & later change my mind?

The consent will continue until the individual revokes consent by writing to the Manager.

Consent for use other than on the internet & social media

This consent form may be used for use of student work/personal information in ways other than electronic communication but has inclusion of specific terms of disclosure on websites for example school newsletters & school magazines.

What is copyright material?

A student's copyright material may include written work (e.g. stories & poems), painting, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, made by them or to which they contributed.

It includes but is not limited to, work that they create in the course of their studies during the time they are enrolled at a Guba Farm Playschool. These materials may form part of their assessment or be part of their studies generally & may attract copyright.

Guba Farm Playschool understands that:

- Students generally own the intellectual property rights in the material they create
- Any consent is not meant to transfer those persons' ownership
- The School has permission to use the student's material for the purposes mentioned.