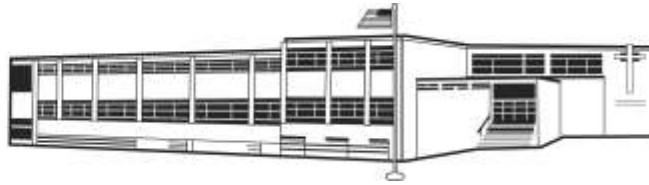


SAINT THOMAS SCHOOL
133 BRISTOL STREET
SOUTHINGTON, CONNECTICUT 06489
(860) 628-2485
www.st-thomasschool.org



**Website and Other Publications
2011 – 2012 School Year
Photo Permission Guidelines**

Dear Parent or Guardian,

St. Thomas School hosts a Website at www.st-thomasschool.org. Occasionally we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student, a group of students, or a sample of a student's work. We may also use these photos in brochures, posters, and various other means of publication.

If students' pictures or works are used:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

Before posting pictures of students or samples of student work, we require that the parent(s)/guardian(s) sign the permission form below. We will keep this signed form on file for this school year.

Photo Permission Form

I **grant** St. Thomas School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on St. Thomas School website, or in other print or electronic media.

Please check the blanks below to indicate which permission(s) you grant and then sign and date as indicated.

____ St. Thomas School has permission to post samples of my son/daughter's schoolwork in its media.

____ St. Thomas School has permission to post a picture of my son/daughter in its media.

I **do not grant** St. Thomas School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on St. Thomas School website, or in other print or electronic media.

Print Name of Student Print _____

Print Name of Parent(s)/Guardian(s) _____

Signature of Parent(s)/or Guardian(s) _____ Date _____

NOTE: This agreement will be in effect as of the date signed and may be revoked at any time by contacting your son's or daughter's school principal.