



**ROBERT FROST PUBLIC CHARTER SCHOOL
POLICY ON THE PUBLICATION OF PHOTOGRAPHS AND IMAGES OF STUDENTS**

This policy of the Robert Frost Public Charter School protects the rights of parents and guardians of our students to restrict the publication and public display of photographs and electronic images or video of their son/daughter in any media controlled by RFPCS, including school bulletin boards, school and PTO publications, school partner publications, and on the RFPCS web site. It also protects against the release of student photographs, electronic images, or video to any media organization outside of the school system. This does not apply to images of students used exclusively for the documentation of student learning and included in student portfolios, either in electronic or paper form.

Students' names, addresses and phone numbers will not be included with any photos published in RFPCS controlled media.

The school administration shall take reasonable care to ensure that the school complies with any written request to impose such a restriction that is received from the parent/guardian. If a photo does appear contrary to this policy, the Head of AdministrationSchool School shall be immediately notified. The Head of AdministrationSchoolSchool will immediately make every reasonable effort to cease publication or withdraw the photo(s) from display.

At the beginning of each school year, all parents/guardians of students will be provided a form on which to indicate to the student's school any restriction on the publication of photos or images.

Parents /Guardians must take a positive action by returning the form in order to request restriction.

The Head of AdministrationSchoolSchool is responsible for ensuring that at the start of the school year, notice(s) shall be distributed to families, or shall ensure that such form is included in or with the Student/Parent Handbook published annually and distributed to all parents and guardians. If any such form is not signed and returned by the parent/guardian of any student, then the schools will be free to use that student's photograph in school publications or release it to outside media organizations.

This policy does not apply to photos taken and published by media organizations outside the control of the Robert Frost Public Charter School. In particular, photographs taken and published by local newspapers of any student participating in activities to which the general public is given open access, such as school sports, school plays, and school assemblies, is not restricted by this policy.

