

**STUDENT PHOTOGRAPHS****Category:** Educational Services**Effective:** January 2022**Policy Statement**

A school shall involve the graduation class in the selection of a photographer for graduation photos. The selection of the photographer shall be in accordance with the procedures noted below.

Definitions

1. Photographs taken by professional photographer for purchase by parents.
2. Photographs taken by school personnel and or the press for display or publication.

Procedures

1. All arrangements concerning school photographs, whether of the class, grade or individual, shall be made through the Principal, or designate who may consult the Parent School Support Committee (PSSC).
2. The Principal or designate shall inform the parent/guardian that the taking of school photographs by a professional photographer is optional.
3. The Principal or designate shall inform the professional photographer that the photos of students cannot be published.
4. The Principal or designate shall obtain parent/guardian permission prior to the publication of a student's photograph respecting the spirit of Right to Information and Protection of Privacy Act ([RTIPPA](#)).
5. The Principal or designate shall ensure the consent form ([Appendix A](#)) is signed by each parent/guardian at the beginning of the school year.
6. The Principal or designate shall maintain a list of pupils whose parent/guardian withheld permission.
7. Selection of a grad class composite photographer shall be made by the School Principal in consultation with the executive of the Graduating Class.
8. Photo sessions shall be arranged to cause the least disturbance of class time.

Reference

- [RTIPPA – Right to Information and Protection of Privacy Act](#)
- May 31, 2005 Memo from ADM, Terry McInerney, "Release of Personal Information Concerning Graduating Students"

Reference

- [ASD-W 360-7A: Student Photographs Information RTIPPA Consent Form](#)