

City Schools' Use of Student Information, Photographs, Audio- or Videorecording and Creative Work

Directory Information

Unless a parent/guardian or eligible student (a student who is 18 or older) completes and returns the form on the reverse of this notice, Baltimore City Public Schools (City Schools) may disclose appropriately designated "directory information" about students. This information includes a student's name, address, telephone number, photograph (still photographic image), participation in activities and sports, height and weight (if a member of an athletic team), years in attendance at City Schools, grade level, major field of study, degrees, honors and awards received and most recent educational institution attended prior to City Schools. Directory information is used by City Schools for such things as school yearbooks, honor rolls and other recognition lists, playbills of student performances and team rosters presented in print or on school or district websites, including social media sites (e.g., Facebook, Twitter); it may also be released to outside organizations such as military recruiters, colleges, companies that manufacture class rings or the media.

Parents/guardians and eligible students may choose to "opt out" of the release of directory information entirely or in part—meaning that the parent/guardian or eligible student does not permit City Schools to share a student's directory information in all or some selected cases. To opt out, you must complete Section A of the form on the reverse of this notice for each child enrolled at City Schools and return it to each child's school by September 30, 2011, or within two weeks of the student's enrollment.

If you do not mind City Schools releasing your child's directory information, you do not need to complete or return Section A of the form on the reverse.

Audio- and Videorecording of Student Activities, and Students' Creative Work

City Schools may use video and audiorecording of students to enhance its publications and communications vehicles—including printed materials, school and district websites, social media sites (e.g., Facebook, YouTube) and its cable television channel (Education Channel 77). City Schools may also display and reproduce students' "intellectual property" (creative work including written compositions, artwork and performances such as musical or dance presentations) in these publications and communications vehicles. City Schools does not authorize any third parties to use audio- or videorecording of students' creative work; parents/guardians and eligible students should keep in mind, however, that such material placed on any Internet site by City Schools is accessible and can be retrieved by a broad audience.

If you do not want your child (or, if you are an eligible student, yourself) to be video- or audiotaped during school-sponsored activities and/or learning experiences, or do not want your child's (or, if you are an eligible student, your own) intellectual property to be published, reproduced or displayed, you may opt out in whole or in part. To opt out, you must complete Section B of the form on the reverse of this notice for each child enrolled at City Schools and return it to each child's school by September 30, 2011, or within two weeks of the student's enrollment.

If you do not mind City Schools' use of audio- or videorecording of your child or of your child's intellectual property, you do not need to complete or return Section B of the form on the reverse.

Opt-Out Form for Release of Student Directory Information, Audio- or Videorecording and Creative Work

If you wish to opt-out of release of your child's or your directory information or City Schools' use of your child's or your audio- or videorecording or intellectual property (as described on the reverse of this form), please complete the information below along with Section A and/or Section B. Forms must be returned to school by September 30, 2011, or within two weeks of the student's enrollment.

Please print.

Student's name: _____

Student identification number (if known): _____

Current school: _____ Grade: _____

Home address: _____

Telephone number: _____ Date: _____

Parent/guardian's name (please print): _____

Parent/guardian's or eligible student's signature: _____

If you are signing as an eligible student, what is your date of birth? _____

Section A. Opt-Out of Release of Directory Information

As the eligible student or the parent/guardian of the above-named student, I do not allow City Schools to release my/my child's directory information to (please check all that apply):

- United States military recruiters
- Institutions of higher education
- Any organization of parents, teachers, students or former students; businesses; agencies; or any combination of these groups
- The media
- Anyone

Section B. Opt-Out of City Schools' Use of Audio- or Videorecording and Creative Work

As the eligible student or the parent/guardian of the above-named student (check all that apply):

- I do not allow City Schools to use audio- or videorecording depicting me/my child engaged in school-sponsored activities and/or learning experiences.
- I do not allow City Schools to publish, reproduce or display my/my child's intellectual property created during school-sponsored activities and/or learning experiences.