

## **HORIZON ACADEMY POLICY MANUAL**

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POLICY NAME:	<b>HORIZON ACADEMY RECORDING, USE, PUBLISHING AND STORING OF STUDENT IMAGES AND WORK</b>
POLICY NUMBER:	<b>POLICY – HAS – SOP – 005</b>
EFFECTIVE DATE:	<b>2014 JUNE 13</b>
REVISION DATE:	<b>2021 April 12</b>

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### 1.0 BACKGROUND

The Horizon Academy Institute (HAI) is responsible for the activities of Horizon Academy schools. During the school year, students participate in a number of different activities, some of which result in the taking of photographs of the student and/or displaying and storing work produced by students. Ensuring parents, teachers and students are aware of the various issues and responsibilities regarding student images and work is a key activity for HAI.

### 2.0 GENERAL ISSUES AND PURPOSE

- 2.1 Taking photographs, images, video recordings and other similar activities are considered collecting personal information and therefore must comply with the Alberta Freedom of Information and Protection of Privacy Act and other applicable privacy laws.
- 2.2 The purpose of this policy is to provide the framework for permitting photographs and/or other recordings of HAI students which respect applicable privacy concerns.

### 3.0 AUTHORIZATIONS AND PERMISSIONS

At the time of online registration Parents are to authorize **Horizon Academy Institute**, to use the following personal information:

- (1) Their Child's picture – including photographic, motion picture, and electronic (video) images.
- (2) Their Child's voice – including sound and video recordings.

"I hereby grant to **Horizon Academy Institute**, its subsidiaries, licensees, successors and assigns, the right to use, publish, and reproduce, for all purposes, my name, pictures of me in film or electronic (video) form, sound and video recordings of my voice, and printed and electronic copy of the information described in sections (1) and (2) above in any and all media including, without limitation, cable and broadcast television and the Internet, and for exhibition, distribution, promotion, advertising, sale, press conferences, meetings, hearings, educational conferences and in brochures and other print media. This permission extends to all languages, media, formats and markets now known or hereafter devised. This permission shall continue forever unless I revoke the permission in writing.

I further grant **Horizon Academy Institute** all right, title, and interest that I may have in all finished pictures, negatives, reproductions, and copies of the original print, and further grant **Horizon Academy**



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**Institute** the right to give, sell, transfer, and exhibit the print in copies or facsimiles thereof, for marketing, communications, or advertising purposes, as it deems fit.

I hereby waive the right to receive any payment for signing this release and waive the right to receive any payment for **Horizon Academy Institute's** use of any of the material described above for any of the purposes authorized by this release. I also waive any right to inspect or approve finished photographs, audio, video, multimedia, or advertising recordings and copy or printed matter or computer generated scanned image and other electronic media that may be used in conjunction therewith or to approve the eventual use that it might be applied.

I acknowledge that I have read the foregoing and I fully understand the contents. I give Horizon Academy Institute consent to use my child's information as described above for educational purposes.