

**OFFICE OF THE SUPERINTENDENT
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PERMISSION TO PUBLISH RELEASE FORM

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Dear Parent/Guardian:

South Portland School Department has an active and informative web presence as do many other schools in the state. All of our schools and the district would like to celebrate the special events, achievements and projects our students create as part of their educational experience. As part of your son/daughter's educational program he/she will have the opportunity to publish documents and projects on the Internet. Such projects may include: web pages, stories, poems, movies, slide shows, research projects and photographs to name a few.

Guidelines for published materials include the following:

- We will publish such work only with your written permission. The policy guidelines for published materials on the School Department's web server can be found at: <http://www.spsd.org>
- We will not publish full name, address, email addresses or phone number of students
- Published photographs or video would generally contain group shots
- Photos of individual students will not be published without a signed release form

To see examples of work that is already published on the Internet, check out the following address:

<http://www.spsd.org>

We think this is an exciting opportunity for our students to share their educational experience. Please sign and return this form to your child's homeroom teacher or the main office if you are willing to give the schools permission to publish to the web.

Thank you.

On behalf of my child _____,
Print Student's Name

- I do grant the South Portland School Department permission to publish documents on school and district web pages throughout the current school year.

I give permission for the publication of the following items:

- Photographs Student Work/Projects

- I do not grant the South Portland School Department permission to publish documents on school and district web pages.

Signed: _____
Parent/Guardian Signature

Date: _____

"ENRICHING LIVES THROUGH QUALITY LEARNING FOR ALL"