

# Lincoln Community School Student Publishing Permission Form

Dear Lincoln Community School Parents/ Guardians,

The Lincoln Community School has a newsletter that we send home to parents each week. We also have a website. The address is <http://www.lincolncs.org>.

We like to include photographs and work by our students in the newsletter, and we would also like to include photographs and work by our students on our website.

Our website is an easy way to access information about the school and school policies. It includes contact information for all staff members, the lunch menu, and information from the classrooms and our school library.

We will publish your child's picture or work only with your written permission. Please consider our web publishing guidelines (on back) that we will follow when publishing student photos or work on the web. Then sign and return this form to your child's teacher. Thank you for your cooperation.

For more information, please contact Richard Ruane, Tory Riley or Bill Jesdale at 453-2119.

An online version of this document is available at <http://www.lincolncs.org/webpubagree.pdf>.

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## Parent/Guardian Permission:

- I grant Lincoln Community School permission to publish my child's work and photograph in the newsletter.
  
- I grant Lincoln Community School permission to to publish my child's work and photograph on the school's web site in conformity with the school's web publishing guidelines.

Student Name(s): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Teacher Name(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

To guarantee the personal privacy of our students we have developed the following guidelines:

### **Lincoln Community School Web Publishing Guidelines**

A student's last name will never be published.

Pictures will be displayed only to show classroom or school activities, to highlight the activities of an academic group, club, athletic event or social gathering related to school.

If group pictures are posted, they may mention first names, but not which individuals are standing where in the picture.

If a picture is posted that contains only one student it will not include a name.

Under no circumstances will addresses or phone numbers of students ever be included.

No information will be included which indicates the physical location of a student at any given time other than attendance at our school or participation in school activities.

Pictures or student work will be displayed on the web only with the written permission of a parent. That permission can be withdrawn at any time.