

INTERNET PUBLISHING GUIDELINES

The Houghton Portage Township School District (HPTSD) maintains web sites for all schools. Houghton Portage Township School District Web Publishing Guidelines state that parent permission is required to place a student's picture, artwork, or writing on District Web Sites. Basically, the guidelines state:

1. Any student work published on the Internet by HPTSD Net will be identified by the student's first name only.
2. Student artwork and writing will be published with parent permission.
3. HPTSD will not give any other entity permission to publish student work without separate parent permission.
4. Publishing of Student Photos:
 - A. Photos of school activities and projects may be included within a web document. Care will be given to avoid publishing personal information about subjects in photos.
 - B. Pictures will illustrate the activity and not be individual student portraits. Individual staff portraits can be published with the employee's permission.
 - C. Picture captions will identify the activity or class but not identify students by name.
 - D. Pictures may only be published with written and dated permission of students' parents.
 - E. Accompanying web page text will not include the students' full name, address, phone number, or any other identifying personal information.
 - F. No posed class photographs will be published.

Please mark your preference for your child in regards to the web publishing policies of HPTSD.

If you have any questions call Maureen Morin at 906-482-0456 ext. 3030.

Please circle one

I agree to let the Houghton Portage Township School District publish my child's **photo** online according to the above guidelines.

Yes No

I agree to let the Houghton Portage Township School District publish my child's **artwork** online according to the above guidelines.

Yes No

I agree to let the Houghton Portage Township School District publish my child's **writing** online according to the above guidelines.

Yes No

Parent/guardian comments: _____

Parent/Guardian Signature: _____

Date: _____