

ST. MARY'S INSTITUTE: MODEL RELEASE FORM AND  
PERMISSION TO PUBLISH ON THE WORLD WIDE WEB AND  
IN LOCAL NEWSPAPERS AND OTHER SCHOOL RELATED PUBLICATIONS

Dear Parents/Guardians:

As part of your son's/daughter's educational program at Saint Mary's Institute, (s)he will have the opportunity to publish documents and projects on the World Wide Web. These documents might include a personal home page, a story or poem, a graphic, a science or research project, a group photograph from an activity or club, or a collaborative project with other students locally or internationally. Individuals with Internet access around the world will be able to view and possibly respond to your child's work by electronic mail. We think this is an exciting and enriching opportunity for our students.

We will publish these documents only with your written permission. Please consider the following options, then sign and return this form to the principal.  
Thank you for your cooperation.

Schools of the Roman Catholic Diocese of Albany - Guidelines:

- Published documents may not include a child's phone number, street address or box number, or names of other family members;
- Documents may not include any information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities;
- Documents may not contain objectionable material or point directly or indirectly to objectionable material;
- Documents must conform to school policies and established school guidelines.
- Documents must comply with all copyright laws.
- Additionally, documents must be approved by a referring teacher before publication.

Parent/Guardian Permission:

I grant \_\_\_\_\_ (student name) permission to publish documents on the World Wide Web as described above, including the following: (initial all that apply)

- Student's work  
 First Name  
 Identifiable Photograph  
 Group or Unidentifiable Photograph

I grant Saint Mary's Institute permission to use photographs of my child in local newspapers and school related publications.

- First Name  
 Last Name  
 Identifiable Photograph  
 Group or Unidentifiable Photograph

I do not grant \_\_\_\_\_ (student's name) permission to publish documents as described above.

Parent/Guardian signature: \_\_\_\_\_ Date \_\_\_\_\_

This permission form will be in effect for the duration of your child's enrollment Saint Mary's Institute. If at any time you wish to change this, you may contact the principal to complete a new form.