

**Agreement to Publish Student Information Online  
South Portland School Department  
2019-2020**

South Portland School Department (SPSD) staff maintains official websites and/or other school-sponsored social media pages to provide general information about the school system as well as information about educational programs, extracurricular activities, school events, and student and staff achievements.

Maine law requires public schools to obtain written approval from parents/guardians prior to publishing personal information about students on the Internet. This form will authorize SPSD staff to publish the following:

- Full names of students in connection with class rosters, honor rolls, awards received, and team/extracurricular activities
- Group and/or individual photographs of students
- Individual student or class work may be published on SPSD websites, school-sponsored social media, or a teacher's classroom website in accordance with established guidelines. Such work may include creative writing, research projects, artwork, music performances, and videos. South Portland Board of Education Policies are available at <http://www.spsd.org/board/policy-book>

**Please complete and return the following agreement form to the school office. This agreement will remain in effect for the entire school year unless it is rescinded in writing. If the form is not returned, no information about your child will be published online. If you have any questions, please contact your school's office.**

**Parent/Guardian Agreement Form to Publish Student Information Online**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Name of Parent/Guardian: \_\_\_\_\_

I understand and agree that my child's name may appear on SPSD websites and/or other school-sponsored social media. I further understand and agree that photographs of my child and/or examples of my child's work may be used on SPSD websites and/or other school-sponsored social media pages.

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

\_\_\_\_\_  
Date

*The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. More information on FERPA and how SPSD safeguards student privacy is available at [www.spsd.org/privacy](http://www.spsd.org/privacy)*