CONSENT TO USE

IMAGES, RECORDINGS, DOCUMENTS AND/OR ARTWORK

Dear Student/Staff of SIIT,

During the course of your studies/employment at SIIT, students/staff will produce a variety of works. From time to time, sound recordings, photographs or video images of students and their learning are taken at SIIT or in an excursion or a study activity. These works/photos/images/videos/audio recordings may be used in class activities or could be published by SIIT in documents, SIIT brochures, magazines, newsletters, displays, journals, professional development materials for trainers, or on SIIT’s website.

We would like to obtain your consent before including you in any such publication or display. In most circumstances the material will not include any personal information regarding you or the student’s identity or may include a given name only.

1. This form is valid for two years from the date you sign it, or for the period of time you are at SIIT. The consent will automatically expire after that time.

2. SIIT will not use the personal details or full names (which means given name and family name) of any student/staff in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without prior consent. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.

3. SIIT will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

4. SIIT may use group or class photographs or footage with very general labels, such as “a practicum lesson” or “study tour”.

5. SIIT will only use images of students/staff who are suitably dressed, to reduce the risk of such images being used inappropriately.

SIIT would like to thank you in advance for completing the consent form. Your understanding and support in making SIIT a quality institution is very much appreciated.

Sincerely yours,
SIIT Student Services Sections