



## **Guidelines for Use of Photographic Images of Children and Youth**

**The following guidelines will be adhered to and authorization form obtained when required, for use of photographic images of children and youth by Diocesan Departments, Parishes, Schools, and Agencies.**

### **For children/youth under 13 years of age:**

Parent/guardian permission (authorization form) **must** be obtained for any photographic images of children **under 13 years of age** that are used for publicity, brochures, newsletters, web sites, etc.

### **For children/youth between 13 and 18 years of age**

If identifiable photographic images are being used as a marketing or development item, permission (authorization form) must be obtained from the parents/guardians. Examples of this would be flyers, brochures, web sites, etc., that would be advertising services, schools, programs, etc. In other words, if the project is "planned," the youth are being used as "models" and the photographic images are identifiable, then permission (authorization form) is needed.

If identifiable photographic images on a web site are used for any purpose other than those listed above, permission (authorization form) must also be obtained from the parents/guardians.

If photographic images are sent to a news reporting agency, the use of identifiable photographic images is allowed. The agency will determine the newsworthiness of the image(s). If the image is determined to be newsworthy and used by the agency, it is the responsibility of the agency to obtain authorization for use if they deem it necessary.

Permission (authorization form) must be obtained from the parents/guardians to produce/use any type of video production which shows children in a classroom doing "work" or answering questions - this video is considered an "educational record" and cannot be included without permission of parents.

The safest photographic images to use of youth over 13 for any purpose are "unidentifiable" photographic images - photographic images taken at a distance, from the side, from the "top", large group activities, etc.

Parents/guardians, relatives, etc., should be made aware of best practices regarding pictures they take on field trips, at class parties, plays, activities, etc. Parents should refrain from posting pictures on personal and social media websites that include children other than their own. Discretion should be used to honor the wishes of parents who do not want their children's pictures available on the internet.

**Duplicate on Diocesan Agency, Department, Parish, or School Letterhead**

**Authorization Form  
for Use of Child/Youth Name, Likeness, and/or Photographic Image**

**This authorization form shall serve as parental permission for the use of name, likeness, and/or photographic image of a child/youth where such permission is required.**

I grant permission to

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*(Diocesan Agency, Department, Parish, School)*

to use my child's/youth's name, likeness, and/or photographic image in the production of the following:

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*(Above portion must be completed – DO NOT sign if blank.)*

I understand that if, for whatever reason, at any point in time, I decide to revoke this agreement, and I so notify the Diocesan Agency, Department, Parish, or School in writing, all references to my child/youth (i.e., name, likeness, and/or photographic image) will no longer be used. I understand that web page references and web page photographic images will be removed within thirty (30) days of the written notification. I understand that the Diocesan Agency, Department, Parish, or School is not responsible for access to the internet information or downloads made by users using the web prior to this removal of web references (i.e., name, likeness, and/or photographic image). I further understand that my child's/youth's name, likeness, and/or photographic image may continue to be used in any publication already printed or published prior to my revocation of the consent provided herein.

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Name of Child (Please Print)

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Date of Birth

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Signature of Parent or Legal Guardian

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Date

*This Authorization Form to be kept on file until the student graduates from High School.*

Revised November 2005  
Reviewed February 2011  
Reviewed September 2014