Quick FOIP Reference Guide for Schools

📌 **Overview:**
- **Goal**: Celebrate the success of CRPS' community, while safeguarding student/staff privacy.
- **New Additions**: [Four FOIP Forms](#) & the [Divisional FOIP Folder](#) for easy access. Bookmark!

📘 **Annual Demographic Form (SchoolEngage):**
1. **Usage**: Seeks parental permission to share student information via CRPS' social media platforms, websites, publications, and the news media for one (1) year.
2. **Parent Options**:
   - ✅ Opt-in
   - ❌ Opt-out
   - 🔒 Limited consent
3. **Tracking Permissions**: Maintain a dynamic master list of permissions. To be updated on an ongoing basis, if parents alter their preferences during the year in writing to principal.
4. **Photo/Image Management:** Store photos/images/videos in the CPRS' 2023/24 FOIP Photos under your school.
5. **Management**: Each August, student information captured should be archived from websites, photo collections, publications (i.e school newsletters).

📷 **Stock Photo/Image/Multi-Media Consent Form:**
1. **Usage**: Seeks parental permission to permanently share a specific piece of student information for websites, videos, or publications (i.e. School Education Plan).
2. **Storage Step**: Scan and store signed forms in the CPRS' 2023/24 Signed FOIP Forms section under your school.
3. **Photo/Image Management:** Store photos/images/videos in the CPRS' 2023/24 Stock Photos - Permanent Permission Folder section under your school.
4. **NOTE:** Images/Video captured at "public events" should be stored with Stock Photos - no permission is required.

🎥 **Third Party Film/Photography/Recordings Form:**
1. **Usage**: Seeks permission for third-parties to capture and use student information.
2. **Storage Step**: Deposit signed forms in the CPRS' 2023/24 Signed FOIP Forms section, categorized by school.
3. **NOTE:** Only CRPS-specific forms are valid.

🌟 **Volunteer/Visitor/Contractors FOIP Form:**
1. **Usage**: Seeks permission to share contributions from non-student communities.
2. **Storage Step**: Make sure to place signed forms in the CPRS' 2023/24 Signed FOIP Forms section.
3. **Photo/Image Management:** Store photos/images/videos in the CPRS' 2023/24 FOIP Photos under your school.
4. **Management**: Each August, student information captured should be archived from websites, photo collections, publications (i.e school newsletters).

📞 **Need Help?** Direct questions to: Konstantin Gregovic at konstantin.gregovic@crps.ca.

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