



BALTIMORE COUNTY PUBLIC SCHOOLS

Parental Privacy Preference Opt-Out Form

INSTRUCTIONS: Complete both pages of this Opt-Out Form and return the signed form to your child’s principal **by October 1** of the current school year, or **within 30 days of your child’s enrollment in school.**

Student Information

Student’s Last Name	First	
School	Grade	Teacher

Directory Information Opt-Out

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Baltimore County Public Schools (BCPS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, BCPS may disclose appropriately designated “directory information” without written consent, unless you have provided written notice to the school system to the contrary.

In accordance with Superintendent’s Rule 5230, *Student Records*, BCPS has identified the following information as “directory information” and releases the following information without parent consent: student’s name, address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received.

Federal law also requires that BCPS provide names, addresses, and telephone numbers of secondary school students to military recruiters or institutions of higher education that request the information, except where the parent or eligible student opts out by notifying the school system in writing that he/she does not consent to the release of this information.

To opt out means that a parent/guardian or eligible student is not permitting BCPS to share a student’s directory information. If you do not express your preferences, you are giving BCPS permission to disclose your child’s directory information upon request.

Note: If you “opt-out” of the release of directory information, BCPS will not release your child’s directory information to anyone, including, but not limited to: Boys and Girls Clubs, YMCA, scouts, PTA, booster clubs, yearbook/memory book companies that take photographs at schools, and/or other agencies and organizations.

Please check the appropriate boxes below.

- DO NOT release my child’s directory information to anyone.
- DO NOT release my child’s name, address, and telephone number to military recruiters.
- DO NOT release my child’s name, address, and telephone number to institutions of higher education.

Parent Signature _____ Date _____

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Intellectual Property Opt-Out

In accordance with Board of Education Policy and Superintendent’s Rule 6202, *Technology Acceptable Use Policy (TAUP) for Students*, a parent may withhold permission to have a student’s intellectual property published. As the parent or guardian of the student identified above, I understand that I may withhold permission if I do not want BCPS to publish and/or display my child’s intellectual property created during school-sponsored activities and/or learning experiences in a school or school-system web site, pod cast, video production, TV production or broadcast, commercial news broadcast, newsletters, or by any other means.

If you do not want your child’s intellectual property released, check the box below and sign:

DO NOT release the intellectual property of my child.

Parent Signature _____ Date _____

Student Photographs, Videos, and/or Sound Recordings Opt-Out

In accordance with Board of Education Policy and Superintendent’s Rule 6202, *Technology Acceptable Use Policy (TAUP) for Students*, a parent may withhold permission to have a student photographed, videotaped, and/or audiotaped during school-sponsored activities, learning experiences, and/or media events. As the parent or guardian of the student identified above, I understand that if I opt-out, my child will not be included in pictures taken by school staff, students, or anyone outside the school, including commercial photographers and the media, nor will my child’s picture be part of a school yearbook, memory book, memory video, sports team, club, or any other medium.

Note: This does not include videotaping by security cameras in school or on school buses.

If you do not want your child to be photographed, videotaped and/or audiotaped, check the box below and sign:

DO NOT allow my child to be photographed, videotaped and/or audio taped during school-sponsored activities and/or learning experiences.

Parent Signature _____ Date _____

RETURN THIS COMPLETED FORM TO THE PRINCIPAL OF YOUR CHILD’S SCHOOL BY OCTOBER 1 OF THE CURRENT SCHOOL YEAR OR WITHIN 30 DAYS OF THE STUDENT’S ENROLLMENT IN SCHOOL.