Dear Parent/Guardian:

Occasionally a representative of the local or other press is interested in *photographing* and/or *videotaping* children at school. These images could be used on a *web-cast* report. In order for your child's picture to be taken we require your written permission. Further, with expanding electronic communication, schools are taking advantage of opportunities such as E-mail addresses and homepages. There is a great deal of local interest in seeing pictures of our children in their school environment available on the Internet. We do not publish names and/or addresses of students, and we attempt to closely screen all electronic mail coming to the school in that it comes to one E-mail address, which is monitored by our systems administrator. Only under direct faculty supervision are students able to send and receive E-mail communications.

Please select your preference for this information access on the High School parent signature sheet. If you have any questions or concerns regarding this procedure, please contact the High School Principal at 978-546-1234.

Thank you for your cooperation.

Sincerely,

Robert E. Liebow
Superintendent of Schools

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