



August 7, 2023

Dear All Staff,

We continue to use a variety of platforms to celebrate the great things happening in Chardon Schools (e.g. Twitter, Facebook, and other electronic and print publications). It is important that we protect personal information in these contexts. We have an opt-out opportunity for staff related to the use of photos.

Please review the descriptions of **general versus confidential information** below.

Under General Information, you will find a link to a **PHOTO Opt-OUT** form to complete if you prefer Chardon Local Schools not share your **PHOTO** in these district/school publications (electronic and print).

GENERAL Information

General information that we use when publishing information about events, highlights and achievements in our schools constitutes:

- Your First & Last Name
- Your School Building(s)
- Your Job Assignment(s)
- Your Photo - [PHOTO Opt-Out Form](#)

You must be signed into your Chardon Schools Google/Gmail account to access and submit the form. ***No action is required for staff members who wish to have their PHOTO remain opted IN for publications during the 2023-24 school year. For those who wish to opt OUT - please note that a new form is issued each year and you must complete the form each year you wish to opt out.***

District publications where we may use your **general information** include, but are not limited to:

- District / School Social Media pages - Facebook, Twitter and Instagram
- District / School Submissions to Local Newspapers
- District / School Newsletters
- Staff Directory on District Website

CONFIDENTIAL Information

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites.

District employees and volunteers are prohibited from posting or releasing **confidential information** about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).

Confidential information constitutes home address, personal phone number, private email, etc. The district would **not** release confidential information without express written consent beforehand.

If you have any questions or concerns, please do not hesitate to reach out to my office.

Thank you.

Michael P. Hanlon, Jr., Ph.D.
Superintendent