



Student Photo and Video Permissions

Background

St. Michaels University School is proud to capture and share the stories, work and moments that SMUS students take part in. Photos and video are a necessary part of documenting events and activities to bring the student experience to life through SMUS media (website, social media, newsletters, etc.), to promote SMUS to prospective families and to highlight and celebrate student activity for current families. With the growing demand and rapidly evolving nature of digital media consumption and the increased awareness around digital privacy and consent for youth, SMUS wants to share best practices for how images of, especially media with identifying information, are captured and shared by the school.

Photos and video taken for SMUS events and activities

- There is an implied understanding that when students are participating in school events, in or out of uniform and on or off campus, photos and videos will be collected.
- Photos and videos collected will be taken by SMUS staff or faculty, or by a third-party content creator hired by SMUS.
- For an event that is open to the public, signage will be posted to indicate photography or videography is taking place.

Photos and video taken by staff, faculty and families

- Staff and faculty may take photos or videos as a part of documenting class activity. The collected media will be stored on official SMUS platforms and devices and not personal devices.
- Photos and video with visible and identifiable student faces captured by staff, faculty or third-party content creator will only be shared on approved SMUS platforms and accounts unless otherwise approved by the school.
- Families and parents should be mindful when taking photos or videos of children that are not theirs and should refrain from sharing images that include such children without consent from the respective families.
- For large scale school events such as concerts, performances, receptions and ceremonies; there will be photography and/or videography and, in some cases, live streaming. Advanced notice will be given to participating families.



Photo and video sharing

Photos and video shared online or in print are done in the best interest of highlighting student experience and stories and to protect and grow the reputation of the school. In general, students will not be identified in the captions of these photos or videos but where context might enhance or be necessary for the story, the following best practice is used:

- Junior School students will only be identified by first name.
- Middle School students will be identified by first name and sometimes last initial.
- Senior School students will typically be identified by first name unless a last name is required for context.
- The school may at times need to refer to a student using first and last name, typically for a news media story, but will take the steps for additional consent prior to publishing.

Notice and Consent

SMUS considers consent and permission as either expressed (either verbal or written) or implied. For most school activity settings, implied or verbal consent is sufficient. Photos or videos will not be used for reasons outside of what has been outlined in this document without additional consent or permission. In general, photos and video captured are for use on the SMUS website, SMUS-endorsed social media channels, the SMUS Weekly newsletter and school publications. If a photo or video of a student is being used in any large-scale paid advertising, regardless of initial consent agreements, additional consent will be collected from the parent/guardian(s) and typically copies of that advertisement will also be provided to the family.

With over 1,000 students in the school it is not possible to manage varied requests for permissions and consent per student. For that reason, if you decide to opt out of image capturing consent, this will cover **all photography and videography taken for all purposes**. This means that the student will also not be included in classroom photos that are distributed internally and photographers will work to avoid all image capturing of your child entirely.

If you wish to **completely opt out of photo and video capturing** for SMUS or if you have questions, please reach out to your school director:

Junior School - Becky Anderson (becky.anderson@smus.ca)

Middle School - Richard Brambley (richard.brambley@smus.ca)

Senior School - Eliot Anderson (eliot.anderson@smus.ca)



About the SMUS Gallery

To help families experience and celebrate the moments and stories at school, SMUS has a [Parent Photo Gallery](#)—a platform that makes it easier than ever for parents and guardians to enjoy and download images captured by the school's Marketing and Communications team.

Replacing the previous photo site, the new gallery is hosted on **Canto**, a secure and user-friendly system that organizes images into albums throughout the year. From big events to everyday snapshots, families will have a convenient place to relive the experiences that make the SMUS journey so memorable.

The gallery contains photos from the current school year.

Accessing and Using the Gallery

Access to the Parent Photo Gallery is reserved for current SMUS families, students and staff. In late September, Parents will receive a personal email invitation with instructions to create their login. Once registered, they can browse, search, and download high-resolution photos to enjoy and share with their own family and friends.

The SMUS Gallery is intended for personal use and celebration. Families are encouraged to enjoy the images while respecting the privacy of others by seeking permission before sharing photos of other students or community members on social media.

The Parent Photo Gallery reflects SMUS's commitment to connecting families with the vibrant life of the school—and to preserving the special memories that happen here every day.

[View the SMUS Gallery](#)

Troubleshooting tips

- **Parents/Guardians:** Once invitations have been sent, you have 48 hours to create a password using the unique link e-mailed to you from Canto (check your spam folders). Then you can use your e-mail address and password to login in the [SMUS Gallery](#).
 - If you missed your invitation deadline to create an account within the platform, Canto, visit smus.canto.com and just type in the e-mail address you receive school communications from and then "forgot password" to set up your password. If you have any issues or need help just e-mail communications@smus.ca and we can re-send your invitation.



- **Students, Staff and Faculty** (including those who are parents) can go straight to the [SMUS Gallery](#) and click "Staff/Student Login" where you will be prompted to login with single sign on.
- [How-to guide](#) for viewing, searching and downloading

Please note that only email addresses registered with the school will be invited to access the SMUS Gallery.

If you have feedback or questions reach out to the Marketing and Communications department:
communications@smus.ca