



**ST. LOUIS SCHOOL**  
Circular No. 017a (23-24)

1<sup>st</sup> September 2023

Dear Parents/Guardians,

**RE: Copyright, Release and/or Use of students' work/  
audio-visual records and personal information**

Thanks for your unflagging support to St Louis School over these years.

As an active member of the St Louis BIG family, your son has achieved and contributed a lot to the well-being of the school. Every now and then, our school may document and publish his work, images, videos and/or personal records in the school publications like school yearbook, school newspaper (Aloysian), school webpage and other social media.

In wake of the copyright protection of your son studying in our school, we are seeking your permission to allow us to release and/or use of your son's work, images, audio-visual records and personal information. This entails permission for

- copying, printing, distributing;
- performing, showing or playing;
- publishing and posting on the intranet, newspapers, social media platforms;
- editing or making an adaption of such work/ records as is relevant.

Please read and reply this circular by giving your consent. If you do not give consent to your son's work, audio-visual records and personal information to be released and/or used by the school for the above purposes as stated, please provide a parents' letter to the school office on or before Friday, 14<sup>th</sup> September 2023. Further enquiries can be directed to Mr. Lawrence HO or Mr. Steven SO at 2546 0117.

Thank you for your attention.

Yours faithfully,

Dr. YICK Ho Kuen  
Principal