



ST. LOUIS SCHOOL

Circular No. 017b (23-24)

1st September 2023

Dear Parents/Guardians,

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

Welcome you to St Louis BIG family!

As a new member to St Louis School, your son will embark on a new journey and make contributions to the well-being of the school. We value your son's presence and document some precious moments in his secondary school life. Every now and then, it happens that his work, images, videos and/or personal records will appear in the school publications like 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, 14th 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