



# SPOA National Student Safety & Security Compliance Form

## US Copyright Law – US Industry Guidelines & Standards



School Name: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_

School Administrator Name: \_\_\_\_\_

Administrator Title: \_\_\_\_\_

\_\_\_\_\_ **SCHOOL ADMINISTRATIVE SOFTWARE UNDERSTANDING** - I understand that the images given to our school for school administration use are only for school administrative software. These images cannot be sold in any way and are owned solely by the copyright owner, the school photographer. These images may not be shared with local printers, businesses or other types of products or services without the written consent of the photographer. I also understand that the school photography industry has adopted a standard for a single export for all school administrative software to help secure our protected copyright as well as to protect Student Data Privacy across the US. I will let my software providers know that this will be the only export used. Any specific or other related requests may be able to be purchased, however the software company should send all inquiries to the respective photographer. I also understand that in order to have services needed for my school, my district or organization that we are responsible for providing the standard student data export as explained in the standard at least three weeks prior to picture day to facilitate any and all services all under the FERPA exception of School Official Exception.

\_\_\_\_\_ **YEARBOOK INDUSTRY DEADLINE COMPLIANCE** – I understand and will communicate with my yearbook advisor and staff about the following deadlines for underclass and senior portraits. These are simply the industries agreement for the earliest a yearbook company can require your school to submit your underclass or senior sections. There are many other pages that can be submitted prior to these deadlines.

- The earliest deadline for all US Schools that start school on or **before August 14th**, for both senior portraits and underclass portraits is: **Dec. 1st, 2023**
- The earliest deadline for all US Schools that start school **between August the 14th - August 28th**, for both underclass and senior portraits is: **Dec. 20th, 2023**
- The earliest deadline for all US Schools that start school **after August the 28th**, for both senior portraits and underclass portraits is: **Jan. 23<sup>rd</sup>, 2023**

\_\_\_\_\_ **YEARBOOK DIGITAL GUIDELINES & STANDARDS** – I understand and will communicate with our yearbook advisor and staff that the images given are only to be used for the panel section of the printed yearbook. There are strict copyright laws on these images, and they should NOT be used for covers and any other products or services without the written consent of the copyright holder, the photographer. These guidelines and standards have been established by School Photographers of America, [www.schooltraditions.org](http://www.schooltraditions.org)

\_\_\_\_\_ **SCHOOL & STUDENT DATA COMPLIANCE** – I understand and agree to provide a full data file prior to picture day under the FERPA consent requirements of FERPA School Official Exception in order to fulfill contractual obligations for our school administrative software and other required exports where our school or district use the image for student safety requirements.

Yearbook Company \_\_\_\_\_

Yearbook Representative Name \_\_\_\_\_

School Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_