# Photograph and publication permission to the child’s electronic portfolio

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| **Unit:** | **Group:** |
| **Day care center director:**  | **Person in charge of the group:** |
| **The child’s name:**  |  |
| **Pedanet-username and identification information:** |  |

Your child's kindergarten has a digital portfolio. A digital portfolio refers to a child's personal electronic folder, protected by a username and password, which the parents create for browsing, commenting and producing material. In addition to the parents, the child's files can be viewed by the persons in charge of the kindergarten group and the day care center director, as well as by the city's designated ICT support person.

In the digital portfolios, the educators and the child himself or herself document the child’s thoughts, ideas, strengths, and learning processes. The material in the portfolio will be utilized in the early childhood education discussions, plans, and joint stages of early childhood education as agreed with the guardians. **The media stored in the digital portfolio is for the use of the child himself or herself and his or her parents / guardians and is not permitted to be published in other contexts.**

**1. Child-produced pictorial productions (digital or digital copies of originals)**

Pictorial output refers to photographs and videos taken by a child, as well as drawings, paintings, crafts and handicrafts made by the child. Permission to display or otherwise use the child's pictorial output is always requested from the child himself.

We always avoid publishing the full name of the child.

* 1. May be included in the child’s own digital portfolio Yes No
	2. May be included in another child’s digital portfolio (joint works of art, large collages made by the whole group) Yes No
	3. May be presented at kindergarten events Yes No
	4. May be presented at training events of the city of Kerava Yes No
1. **Photographic recordings of a child in which the child appears in an identifiable manner**

Image recordings refer to digital and printed photographs as well as videos. Permission to use the image recording is always requested from the child himself

* 1. May be included in the child’s own digital portfolio Yes No
	2. May be included in another child’s digital portfolio (eg. joint games, friend pictures, pictures of the whole group) Yes No
	3. May be presented at kindergarten events Yes No
	4. May be presented at training events of the city of Kerava Yes No

The permit / ban is valid until revoked separately by the guardians. When publishing photos of a person under the age of 18, permission must be sought from his or her guardian, therefore we ask for the signature of both guardians regarding the above questions.

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| **Date** | **Guardian's signature and name** | **Guardian's signature and name**  |