

## **Community Relations**

### **Videotaping of Staff / Students**

Videotaping and filming of school district employees shall have the prior written consent of the Building Principal and the participating employees. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver shall be obtained from the student's lawful custodian. Additionally, if a student is disabled or exceptional and if such student will be identifiable as such on the film or videotape, prior written consent/release/waiver shall be obtained from the student's lawful custodian. If film or videotape is to be used for any purpose other than the purpose set forth on the employee/student consent form, the release/waiver forms shall be obtained from each participating employee/student and his/her Principal.

(cf. 1112 News Medial Relationships)

## Community Relations

### Videotaping of Staff / Students

Videotaping and filming of school district employees and/or students is subject to the following procedures:

1. The exclusive right for any videotape or film and the soundtrack thereof produced by the school district shall be its exclusive property unless other prior written agreements are made.
2. At the beginning of the school year parents/guardians have the right to send in a letter requesting that their child not be filmed or videotaped. Signed event specific consent must be obtained from the Building Principal and participating employees before videotaping or filming is begun. A signed consent/release/waiver must be obtained from the lawful custodian of each disabled or exceptional student who is identifiable as such and from the lawful custodian of all students who are identified or made a primary subject on camera. Signing a consent form may preclude your child from participating in band, chorus, a school play, etc.
3. The consent/release/waiver form is available from the Principal's office. After a form is signed, it should be sent to the Principal and a copy given to any of the participates if requested.
4. Film or videotape of a district employee and/or student shall not be used for any purpose other than the purpose set forth.
5. School district productions shall not be duplicated without the consent of the Superintendent or his/her designee.
6. Commercial distribution of videotapes or films produced by the school district is not permitted without an appropriate signed consent/release/waiver and the approval of the Superintendent of Schools and the Board of Education.
7. This policy does not apply to local new media representatives in performance of their routine duties as reporters. The policy also does not apply to employees or students who are filmed or videotaped during voluntary appearances in public or for use in their own classroom.

(cf. 1112 New Media Relationships)

(cf. 5125 Student Records)