

## RECORDING OR PHOTOGRAPHING OF STUDENTS

Video/audio recording and/or photographing of students may be used in the Evansville Community School District as a facet of instruction for enhancing learning, to assist in providing a safe and secure learning environment, and to monitor/record student achievement/behavior.

The District shall observe measures intended to protect the rights of individuals regarding participation in, and use of video/audio recording and photographing.

The following provisions outline the extent to which that protection can, and will be provided:

1. When video/audio recording devices are in use to monitor public areas of a school facility (i.e. hallways, entrance areas, parking areas, cafeterias, etc.) for security purposes, signs shall be posted at the facility entrances to notify persons utilizing the facility of this security measure.
2. Students shall only be video/audio recorded and photographed in accordance with established District procedures. Such procedures shall identify the conditions under which parental/guardian consent shall be required.
3. Video/audio recordings and photographs of students shall be kept confidential to the extent required by state and federal laws, and the District's student records policy and procedures.
4. Video/audio recording will not be conducted in private areas such as locker rooms, athletic locker rooms, changing rooms and bathrooms at any time.

### Parent/Guardian Consent

1. Video/audio recordings and photographs of students may be utilized by teachers, administrators or their designees within the District for educational purposes without advance consent of a student's parent/guardian.
2. Waiver forms of release shall be required from parents/guardians when:
  - a. Students participating in class activities are recorded or photographed and the video/audio recordings or photographs are going to be viewed or heard by individuals other than authorized teachers, administrators and students.
  - b. Students are to be involved in formal interviews using video or audio recordings or photographs by outside news media sources.
  - c. Students identified as having special educational needs are recorded or photographed in a special education setting.
3. Parent/guardian permission shall not be required when:
  - a. A student has voluntarily chosen or been allowed by their parent(s)/guardian to participate in, or be a spectator at, a school related activity that is open to the public

- such as an athletic event, concert, theatrical presentation, dance, etc.
- b. The student has chosen to be an officially designated school leader or role model, such as athlete, member of Homecoming Court, student council, etc. for which there is the potential for informal contact with news media.
  - c. The student has voluntarily chosen to participate in a class project for which the recording or photographs will not be viewed/listened to by persons other than members of the class.
  - d. Stock video or generic photographs (i.e., yearbook individual and group photos) are being obtained in public places (i.e., hallways, auditoriums, gymnasiums, parking areas, general classroom areas, playgrounds, athletic fields, etc.) by the District.
  - e. Outside news media record or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields. etc.

Legal Ref.: Sections 118.125 Wisconsin Statutes (Pupil Records)  
Chapter 19, Subchapters II and IV (General Duties of Public Officials)  
Family Educational Rights and Privacy Act  
Federal Copyright Law [17 U.S.C.]

Local Ref.: Policy #347 – Student Records  
Policy #363.2/554 – Acceptable use and Internet Safety Policy for Students, Staff  
and Guests  
Policy #731.3 – Privacy in Locker Rooms  
Policy #751.3 – Use of Video Cameras on School Buses  
Policy #771 – Copyright Compliance  
Policy #823 – Open Records Policy and Procedures for Access to Public Records