

Audio and Video Recording / Transmission

Students and their parents or guardians should assume that any class, in which students are enrolled, may be recorded by the school district or other students for legitimate educational purposes. Pursuant to this policy, recordings permitted may only be used, by students, with written consent from a school administrator, for personal academic purposes and may not be published without additional written consent from a school administrator. For purposes of this policy, “recording and transmission” includes still photographs, video, audio, and other similar data captured or live in any medium.

Unauthorized use of listening, transmission and/or recording devices of any nature is disruptive to the educational environment and may invade the privacy of others. If a student is caught with an unauthorized listening, transmission and/or recording device, the device will be confiscated and will remain in the office until the end of the school day. If a student has obtained permission to utilize a device with recording and/or listening capabilities during the school day, for another purpose, the listening, transmission and/or recording function of the device must be disabled during the school day when not needed for the designated purpose. If a parent, adult student or guardian feels such a device is necessary for their child, the parent, adult student or guardian shall contact the building administrator to discuss their concerns.

Recordings Made by the District. The district may use cameras or other devices for purposes of security, safety, or other recordings without a specific purpose or when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district’s then-current recording capacity. The district administrators estimate that this is approximately 30 days but may change at any time.

Classroom Recordings by Staff. Staff members may make audio and video recordings and transmissions of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students and/or parents/guardians or any other persons are prohibited from making audio or video recordings or from the transmission of audio or video (live or recorded):

- in **no** event shall photographs or video recordings or transmissions be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy;
- Nor shall they be used in classrooms, offices, media centers and any other area in which academic work or confidential conversations are in progress, including student productions such as plays and concerts.;

- Nor shall they be used when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee.

Permitted Classroom/Non-classroom Student Recordings. Students and/or parents/guardians and or other persons may make audio or video recordings and live transmissions, otherwise prohibited by this policy, inside or outside the classroom only with the written permission of a school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy.

Generally in student assemblies, such as those held for pep rallies, athletic events and charity weeks; students may audio and video record appropriate activities when the recordings are similar to the manner in which a parent or other patrons, are permitted. In these cases of recordings, students may still be subject to the district's appropriate use and student discipline policies if video and audio recordings reflect inappropriate content or editing.