



**Series 1000
Community**

Policy 1112.6

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 on the film or videotape, prior written consent/release/waiver shall be obtained from the student's parent/guardian. If film or videotape is to be used for any purpose other than the purpose set forth on the original consent forms, then a release or new waiver form shall be obtained.

Policy adopted: May 7, 2001
Policy revised: March 18, 2019



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

1. The exclusive rights 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. 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 participants if requested.
3. School district productions shall not be duplicated without the consent of the superintendent or his/her designee. Individual school productions shall not be duplicated without the consent of the principal or his/her designee.
4. 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.
5. This policy does not apply to local news media representatives in performance of their routine duties as reporters. The policy also does not apply to employees or pupils who are filmed or videotaped during voluntary appearances in public or for use in their own classroom.
6. Prior written consent is not required when the film or video is used only for meeting the requirements of the Beginning Educators Support and Training (BEST) Program and/or the district's employee evaluation plan.

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