

## MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT

### Administrative Policy and Procedure Manual

343.4

#### VIDEOTAPING, AUDIO TAPING AND/OR PHOTOGRAPHING OF STUDENTS

##### Policy

Videotaping, audio taping and/or photographing may be used in the 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. For District purposes, “videotaping, audio taping and/or photographing” includes any means of recording images.

The District shall observe measures intended to protect the rights of individuals regarding participation in, and use of videotaping, audio taping and photographing to which they or their parents/guardians might reasonably object under the law. The following provisions outline the extent to which that protection can, and will be provided.

1. When video cameras 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 videotaped, audio taped and/or photographed in accordance with established District procedures. Such procedures shall identify conditions under which parental consent shall be required.
3. Videotapes, audio tapes and/or 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. Videotaping/audio taping will not be conducted in private areas such as locker rooms, athletic locker rooms, changing rooms and bathrooms at any time.

##### Procedure

1. **Special Use of Videotapes, Audio Tapes and/or Photographs of Students by District Personnel**
  - a. Videotapes, audio tapes 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.
  - b. An individual teacher or other certified staff member may utilize and maintain videotapes, audio tapes and photographs of students for his/her own professional use without advance consent of a student's parent/guardian. Examples of educational photographs, videotapes and audio tapes include documenting science experiments and drama performances, etc.
2. **Other Videotaping, Audio taping and/or Photographing of Students**
  - a. Waiver forms of release shall be required from parents/guardians when:

- (1) Students participating in class activities are videotaped, audio taped or photographed and the videotapes, audio tapes or photographs are going to be viewed by individuals other than those authorized in items 1(a) and 1(b) above.
  - (2) Students are to be involved in formal interviews using videotapes, audio tapes or photographs by outside news media sources.
  - (3) Students identified as having special educational needs are videotaped, audio taped or photographed.
- b. Parent/guardian permission shall not be required when:
- (1) A student has voluntarily chosen or been allowed by his/her 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.
  - (2) 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.
  - (3) The student has voluntarily chosen to participate in a class project for which the videotape, audio tape or photograph will not be viewed/listened to by persons other than members of the class.
  - (4) Stock videotape footage or generic pictures (i.e., yearbook individual and group pictures) are being obtained in public places (i.e., hallways, auditoriums, gymnasiums, parking areas, general classroom areas, playgrounds, athletic fields, etc.) by the District.
  - (5) Outside news media videotape, audio tape 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  
Chapter 19, Subchapters II and IV  
Family Educational Rights and Privacy Act  
Federal Copyright Law [17 U.S.C.]

CROSS REF.: 333, Parent Rights and Access to the Curriculum and Instructional Materials  
347, Student Records  
363.2, Acceptable Use of the Internet and Other Computer-Related Technologies  
720, Safety Program  
**731.2 Locker Room Privacy**  
751.21, Use of Video Camera on School Buses  
771.1, Use and Duplication of Copyrighted Materials  
823, Access to Public Records

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