

**BURLINGTON SCHOOL DISTRICT**

**F 27: VIDEOTAPING/FILMING/PHOTOGRAPHY OF STUDENTS**

**Former Policy JP**

Videotaping, filming, or photographing students while participating in school activities may constitute a disruption in the planned instructional process if it is done without adequate preparation and justification, and may violate the Family Educational and Privacy Act (FERPA) which protects the privacy of parents and students. **Videotaping, filming, or photographing students is expressly prohibited except as described below.**

Parents may elect not to have their child videotaped, filmed or photographed through the use of a parent/guardian form which shall be made available annually, and which is also available in the school office. (See example of form "Videotape/Film/Photograph Permission Form").

Events such as awards assemblies, plays, concerts, athletic contests or similar events which have newsworthy aspects, are open to the public and therefore the media are not intended to be part of this policy. In the event of fire, accident or unusual circumstance, the principal will determine if the public and/or media may be permitted access to the school.

This Policy is not applicable to videotaping, filming and photography which will only be used by school officials with a legitimate educational interest or where the work meets other exceptions to FERPA's disclosure rules. However, videotaping, filming, or photography of any student without the explicit knowledge and permission of the student is expressly prohibited, except where it is done as a direct consequence of security procedures implemented with the express knowledge and approval of the superintendent.

**A. Public and Private Producers/Media**

Permission for videotape/film producers and/or directors from outside the school district must be secured from the Superintendent of Schools or his/her designee, the affected building principal and the teacher(s) involved. The requestor must provide sufficient reason to justify an intrusion into the school's learning activities.

Before any such permission may be granted, the prospective producer/director must provide the School District with an outline of the intended production and distribution, the production's goals and a description of the treatment, if appropriate, planned to achieve those goals. This outline must be submitted to and approved by the Superintendent's Office in advance of the start of any school videotaping or filming.

The Superintendent or designee will inform the requestor which, if any, students are not to be videotaped, filmed or photographed due to the parent's failure to provide the Permission Form or decision to deny permission. Any approval of a project is conditioned upon the requestor's commitment to film, photograph or videotape only those students whose parents have provided permission for such.

When such permission is granted, a designated liaison will be established by the Superintendent

or designee, and this liaison will establish necessary contacts and participate in the project as the Burlington School District's representative.

As part of the project's permanent documentation, the film/audio/videotape producer will provide the Burlington School District with one (1) print or electronic copy of the finished production.

**B. School Personnel and Parents**

Staff members who plan activities which may include their videotaping/filming/photographing of students, will obtain, in advance, approval from the building administrator. A video, film or photograph of students prepared by staff or students which includes students whose parents have not provided permission may not be shown outside of school and may only be shown to school officials with a legitimate educational interest or others for whom consent is not required by FERPA and Board Policy. See Policy on Educational Records, F 3R.

**C. Web Publishing of Photographs**

Photographs of individual students or groups of students may be published on the school's internet site without student names or other identifying information.

**D. Violations**

In the event there is an allegation that a student has violated this policy, the Student Conduct and Disciplinary Policy (F 13) shall apply, including all rights to due process. Any violation by a staff member may be subject to immediate and serious discipline up to and including dismissal, as consistent with the offense.

Legal References: 20 U.S.C. 1232g; 34 C.F.R. part 99, Family Education Rights and Privacy Act of 1974 as amended.

Cross References: F 13 Student Discipline and Conduct policy and procedures.  
F 3R Policy on Educational Records

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