



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

DRAFT

VISUAL RECORDS OF STUDENTS AND STAFF

There are many legitimate uses of videotaping and photography as educational and developmental tools, both for students and faculty. While the District may therefore encourage the use of video and photography in the schools to support student learning and professional development, it also bears the responsibility for controlling the use of the resulting visual records.

The specific responsibilities include:

- Transparency with parents about the purposes of recording in general;
- Procedures to ensure that there is no sharing of images without the appropriate permissions;
- Clarity with staff about the uses and preservation of any records; and
- Guarantees that there will be no commercial use of any records.

Adopted at School Committee Meeting of _____
(Replaced Policy JRE-R, Procedure on Broadcasting and Taping of Students and Classrooms)



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**PROCEDURE ON BROADCASTING AND TAPING OF
STUDENTS AND CLASSROOMS**

In order to preserve the decorum of the schools as well as to protect the privacy of the students in the school, the procedure for taping and broadcasting of school activities is as follows:

Upon receipt of a request, the Superintendent will confer with the School Committee Chairman and/or Vice-Chairman. The Chairman will at his/her discretion bring the matter to the full Committee for discussion. Parents will be notified in advance of such taping and broadcasting.

Approved at School Committee Meeting of April 9, 1984
Reaffirmed at School Committee Meeting of May 6, 1985
Eliminated at School Committee Meeting of _____
(Replaced by JRE, Visual Records of Students and Staff)