



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

DRAFT

AUDIOVISUAL 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 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, on social media or otherwise, without the appropriate permissions;
- Clarity with staff about the uses and preservation of any records;
- Provision of education about the appropriate use of recording tools as part of the digital literacy curriculum; and,
- As with all elements of student and staff records, guarantees that there will be no commercial use of any records.

LEGAL REFERENCES:

- Federal Educational Rights and Privacy Act (FERPA)

CROSS REFERENCES:

- Employee Use of Information and Communications Technologies (GBEAB)
- Student Use of Information and Communications Technologies (IJNDC)
- Advertising and Commercialism (KHB)

Adopted at School Committee Meeting of _____
(Replaced Policy JRE-R (Eliminated at School Committee Meeting of _____))



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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)