



Book	Policy Manual
Section	800 Operations
Title	Livestreaming
Code	831
Status	Active
Adopted	September 9, 2020

Purpose

The Board recognizes that livestreaming may be helpful to the Susquehanna Township School District (District) and its employees in both fulfilling its educational mission and in expanding the reach of District events and activities to those not able to attend in person. The Board further recognizes that without parameters, livestreaming may pose risks to the District, its employees, students and their families, and may otherwise disrupt the educational environment. The Board authorizes the use of livestreaming for instructional and other educational purposes. This policy does not prevent employees, students, parents, and/or members of the public from livestreaming District events open to the public.

Delegation of Responsibility

The Superintendent shall delegate to his/her designee(s) the right to enforce this policy.

Definitions

A **hybrid class** is one in which the teacher and a portion of the students in the class are located in the brick and mortar classroom on District property, and a portion of the students are located off District property, participating in livestreamed instruction and other educational activities. Additional staff may engage with the hybrid class, whether on or off District property.

Livestreaming, as used in this policy, shall mean utilizing any camera located on District property, including on District-provided transportation, to broadcast live video content through the Internet and virtual platforms, which may include social media platforms.

Personal device includes, but is not limited to, the use of a student's/family's own laptop, cell phone, personal digital assistant, or other Internet-enabled hand-held device.

Guidelines

Development of Administrative Guidelines

The Superintendent or his/her designee shall develop administrative guidelines to implement this policy. The Superintendent shall ensure that all students and employees are made aware of this policy and any administrative guidelines by means of the employee and student handbooks, the District website, and other reasonable means.

Use of Livestream Video for Educational Purposes

The Superintendent or designee shall ensure that adequate precautions are in place to limit the sharing of personal information with individuals not directly affiliated with the District, and those who do not qualify as "school officials."

In accordance with The Children's Online Privacy Protection Act, the District shall:

1. Ensure that the use of online learning platforms is for school-authorized educational purposes, and not for commercial purposes.
2. Review the privacy and security policies of each online learning platform company utilized by the District to understand how the each company will collect, use, and disclose personal information from District students.
3. Provide parents/guardians with notice of the website and online learning platform companies whose collection they have consented to on behalf of the parent/guardian.

Parents/Guardians and students enrolled in a hybrid class shall be notified of the use of livestreaming. The administrative guidelines shall ensure that students are not captured in the livestream whose parents/guardians have elected to opt them out of video or audio recording.

No recording of a hybrid class livestream of academic instruction and/or educational activities shall be maintained. Students and employees participating in the hybrid class off of District property shall not record the livestream unless given explicit permission by the administration. The administration shall make reasonable efforts to ensure that remote participants to a livestream of academic instruction and/or educational activities do not record the livestream. However, the District provides no guarantee that an outside party will not access or record the instruction. By participating in a livestream, all participants acknowledge and accept the risk of the access or recording of the livestream by an outside party and have no expectation of privacy in the recording.

To accommodate special needs/social distancing needs as required by state and federal law, certain students in your child's classroom might have the right to audio/video record, or to receive remote video through a livestream of classroom instructional activities. These recordings or livestreams could include your child. The livestream or recording is solely to support a student's ability to access and retain educational information. Any such recording will be destroyed when it is no longer necessary for that purpose. Recordings shall not be maintained by or otherwise considered educational records of the District for any purpose.

Students

Students in a hybrid class shall:

1. Dress in proper attire consistent with the District's dress code.[1]
2. Comply with the District's Acceptable Use Policy, whether using a District device or a personal device.[2]
3. Abide by the District's policies and Code of Conduct and shall be held accountable for violations of polices and the Code of Conduct while participating in the livestream.[3][4]

Students participating in the hybrid class off District property shall abide by attendance policies and procedures in place for remote instruction in order to be considered present for those hours during which they received instruction.[5]

Employees

At all times while engaging the hybrid class in livestreaming, employees on and off District property shall:

1. Be dressed in proper attire consistent with the District's dress code.[6]

2. Shall comply with the District's Acceptable Use Policy, whether using a District device or a personal device.[2]

3. Conduct themselves in a professional manner, consistent with appropriate and orderly behavior.[7]

Employees engaging the hybrid class in a livestream while off District property shall adhere to the assigned work schedules and procedures as outlined in administration regulations pertaining to working periods.[8][9]

Use of Personal Devices

Livestream of School District Events Open to the Public -

This policy does not prevent employees, students, parents, and/or members of the public from livestreaming District events open to the public. Students, parents, employees, and members of the public should not have any expectation of privacy while attending public events; they may be captured and broadcast on a livestream just as they could at any other public or community event, or facility open to the public.

However, District administrators may prohibit livestreaming at specific events hosted by the District on a case-by-case basis to comply with the law, to comply with contract terms, or to prevent a substantial disruption to the public event.

The Board prohibits livestreaming of copyrighted musical performances, theatrical performances, or any material or performance in violation of copyright law.[10]

Accommodations for Disabilities

The District must provide qualified individuals with disabilities equal access to their programs, services, or activities in part by ensuring that government websites have accessible features for people with disabilities. The Board directs that livestreams, depending on the use and as defined and authorized via this policy, be as accessible as reasonably feasible for students, employees, and members of the public with disabilities as their nondisabled peers. Such accessibility may include, but is not limited to, the provision of closed captioning.[11][12][13][14]

Student Initiated Use of Livestream Video

The Board prohibits student livestreaming at any time during the school day, including while on District-provided transportation to and from school, or at any school-sponsored event that is not open to the general-public, unless the building administrator has authorized the livestreaming by giving written consent.

Penalties for Violations

Violation of this policy, its administrative guidelines, and/or state or federal laws will result in discipline. Employees may be subject to discipline up to and including dismissal. Students may be subject to discipline up to and including expulsion.[3][4][7]

Legal

1. Pol. 221
2. Pol. 815
3. Pol. 218
4. Pol. 233
5. Pol. 204
6. Pol. 325
7. Pol. 317
8. Pol. 318
9. Pol. 332
10. 17 U.S.C. 101 et seq
11. 29 U.S.C. 701 et seq
12. 42 U.S.C. 12101 et seq
13. Pol. 103.1
14. Pol. 104