

Photos & Video Protocol

<p>Category: Media as extension to learning environment or enhance teacher practices</p>	<p>Regulations:</p> <p>Performance Standard:1303.22 Disclosures with, and without, parental consent</p> <p>Performance Standard:1303.20 Establishing Procedures</p> <p>Performance Standard:1302.2 (1)(3)Terms</p> <p>WAC 110-300-0155: Use of television, video, and computers.</p>
<p>Activity / Steps:</p>	
<p>Purpose:</p>	<p>The Seedlings Centers strive to ensure children’s safety and privacy while at the center. Precautions have been put in place to minimize children being exposed to online videos, social media applications, having photos displayed, exposing childrens’ first and last name or any personal information of the family.</p>
<p>Movies or Video Clips in the classroom:</p>	<p>Movies or video clips will only be allowed in the classroom or at the center if it is an extension to children’s learning and if:</p> <ol style="list-style-type: none"> 1. The media video clip is related to a study or the current classroom focus and is age-appropriate (IMIL Videos & Creative Curriculum) 2. The video clip has been approved by the School Readiness Content Specialist. 3. The center manager is aware and approves 4. The planned media or video is on the lesson plan. 5. Other forms of videos or media clips must be first discussed with Early Learning Program Manager, Center Manager, and School Readiness Content Specialist.

Childrens Photos & Name:	<p>To secure the privacy and safety of our children the following practices must be followed:</p> <ol style="list-style-type: none">1. Children's photos are not to be displayed in the hallways or entry ways of the center. Photos are to be displayed in the classroom only.2. Group pictures or photos with other children can be displayed in the classroom only. Photos that are sent home can only be of the child of the family, no other children photos or names. This includes pictures or observations that are uploaded in the TS Gold.3. Photos or first and last name of children must not be allowed to be posted in the newsletter or other events at the center unless permission has been provided by the parent and the child is not a foster child and there are no legal documents that restrict a child from one or both of the parents.4. Artwork that is displayed outside of the classroom must only display the child's first name. Children who share the same first name can have their first name and first letter of last name displayed.5. Name tags that are used for field trips must not display the child's name but instead display child number that matches the roster of children and the centers name and phone number (see field trip protocol).
Video Recording in the Classroom:	<p>Video recording in the classroom or the center will be utilized:</p> <ol style="list-style-type: none">1. As part of the security system of the center2. To observe teacher practices as part of the CLASS Assessment Tool3. To help monitor: Active Supervision & Safe Environment observations, Mealtime observations, Health observations, Mental Health or Special Service observations, and provide coaching support to staff.

Other Safety Precautions:

1. Parents or staff are not allowed to videotape children through their own personal phone, tablet or other form of device. Parents can only take pictures or video record their own child.
2. Pictures or videos of children or the classroom are not allowed to be posted on social media apps like facebook, instagram, twitter, or any other social media application,
3. Seedling staff are not allowed to bring in their own personal devices (phone, tablet, computer, or ipod) to use with children.
4. The Seedling staff need to reference to the enrollment form #15 for parent permission on media usage.