

## Community Relations

### Videotaping of Staff/Students

Videotaping and filming of school district employees and/or students is subject to the following procedures:

1. The exclusive rights for any videotape or film and the soundtrack thereof produced by the school district shall be its exclusive property unless other prior written agreements are made.
2. Signed consent forms must be obtained from the Building Principal and participating employees before videotaping or filming is begun. A signed consent form must be obtained from the lawful custodian of each student who is identifiable as such from the lawful custodian of each student who is identified or made a primary subject on camera.
3. The consent form is available from the Principal's office. After a form is signed, it should be sent to the Principal and a copy given to any of the participants if requested.
4. Film or videotape of a district employee or student shall not be used for any purpose other than the purpose set forth.
5. School district productions shall not be duplicated without the consent of the Superintendent or his or her designee.
6. Commercial distribution of videotapes or films produced by the school district is not permitted without an appropriate signed consent form and the approval of the Superintendent of Schools and the Board of Education.
7. This policy does not apply to local news media representatives in performance of their routine duties as reporters. The policy also does not apply to employees or pupils who are filmed or videotaped during voluntary appearances in public or for use in their own classroom.

(cf. 1112 News Media Relationships)

(cf. 5125 Student Records)

(cf. 6145.4 Student Performances)

(To be printed on school letterhead)

Dear Parent,

Students must have the permission of their parents or legal guardians before they may be individually interviewed or photographed by representatives from the media. We appreciate your cooperation in this matter. While we like to be as open to the media as possible, we also respect each student's right to privacy guaranteed by the "Family Education Rights and Privacy Act of 1974." Please return the form below to your child's teacher so that it can be kept on file.

Sincerely

\_\_\_\_\_

Principal

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**Parental Consent for Interview/Photograph by Media of a Student**  
**Enrolled in the New London Public School System.**

I do hereby grant permission for my child \_\_\_\_\_ (*name*) \_\_\_\_\_ to be interviewed/photographed by a journalist/photographer/cameraman from (*news service*) \_\_\_\_\_ on \_\_\_\_\_ (*date*) \_\_\_\_\_ at \_\_\_\_\_ (*location*) \_\_\_\_\_ School in an activity that is being coordinated by New London Public Schools.

\_\_\_\_\_  
(*Parent/Guardian Signature*)

\_\_\_\_\_  
(*Date*)

**Employee Consent for Interview/Photograph/Videotape by Media**

I do hereby grant permission to be interviewed, photographed and/or videotaped by a member of the news media on \_\_\_\_\_ at \_\_\_\_\_ School with  
*(date)*

regard to an activity that is being conducted by \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date