

## Community Relations

### Videotaping of Staff/Students

Commercial 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. Staff and Parents/Guardians will be notified prior to the start of any recording. Signed consent forms must be obtained from the Building Principal and participating employees before videotaping or filming is begun.
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. Parents and guardians select whether students may be recorded or photographed during the school registration process. Students may participate based upon this designation in their registration profiles. Parents may elect to change this designation at any time.
5. Film or videotape of a district employee or student shall not be used for any purpose other than the purpose set forth.
6. School district productions shall not be duplicated without the consent of the Superintendent or their designee.
7. 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.
8. 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.

Policy approved:

August 25, 2005  
February 10, 2025

NEW LONDON PUBLIC SCHOOLS  
New London, Connecticut