When Recordings May Be Made

Audio and video recordings of students by or with authorization of District employees may only take place in accordance with this AR. District employees may create or authorize the creation of audio and/or video recordings of students without parental consent or specific campus principal permission in only the following instances:

- a purpose directly related to regular classroom instruction and specifically aligned to the District's curriculum;
- as part of extracurricular and co-curricular activities;
- for the purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses (this does not include safety or maintaining order in an instructional setting); or
- District media coverage of the school.

Requests for Exceptions

If an employee wishes to make or authorize the making of an audio or video recording of a student that does not specifically fall within the categories identified above, the employee must make a request to the campus principal either electronically or in writing. The campus principal will obtain authorization from the appropriate Area Superintendent before permission may be granted. If permission is granted, recordings still may not be made without the written permission of the parent/guardian of every student to be recorded.

Confidentiality of Recordings

When created and kept by the District, videotapes or audio recordings directly related to a specific student are considered part of that student's education records and, therefore, subject to FERPA. An employee's ability to create a video or audio recording of a student does not imply or create independent permission to disclose the audio or video recording to anyone other than that student's parent or guardian.