



Section: Pupils

Title: Video Recording of Students

Adopted: 8.17.95

Revised: 8.17.06

249 Video Recording of Students

The Colonial School District recognizes the importance of memorializing student performance and conduct through video recordings for instructional, co-curricular or extracurricular activity, and for safety, including the maintenance of order and discipline in school buildings, on school property, off school property going to and from school, and in vehicles either owned or leased by the School District for purposes of transporting students to and from school and/or other school related activities. This Policy is applicable while students are under the supervision of the School District.

To that end, the Board of School Directors authorizes the Superintendent of Schools to delegate to administrators and teachers the right to make video recordings of students as provided by this policy, and as further defined in written administrative guidance, if applicable, without parent consent, if the video recording is used within the School District setting. An employee of the School District must obtain the written consent of a student's parent before the employee may make a video that would encroach upon the student's privacy rights, and/or before releasing the video recording to the public and/or disclosing the video recording to any third party. Laws protecting students privacy, such as, but not limited to, the Family Educational Rights and Privacy Act and accompanying regulations, the Pupil Protection Rights Act, Pennsylvania's Student Record's Act, and the Colonial School District's Policies, including Student Record's Policy #216 must be followed.

Use of Video Recordings for Instructional, Co-curricular or Extracurricular Purposes

The authority granted by this Policy to the Superintendent of Schools includes the right to video record classroom individual and group performances, such as, but not limited to, students' productions of their writings, poetry and persuasive communication, language pronunciation practice, music presentations and measurement; and co-curricular and extra-curricular activities. Co-curricular and extracurricular activities include but not limited to, drama, musical, and athletic events.

Use of Video Recordings for Monitoring and Safety, Including Disciplinary Investigations and Actions

The authority granted by this Policy to the Superintendent of Schools includes the use of video recordings for monitoring purposes, safety and disciplinary investigations and actions, including but not limited to, smoking, fighting, vandalism, truancy.

Video recordings taken for monitoring purposes and disciplinary investigations and actions may be used for the following purposes, and no other:

- 1. for purposes of displaying the conduct to the student in question;*
- 2. for purposes of displaying conduct of the student in question to the student's parents or legal guardian;*
- 3. for purposes of displaying the conduct of the student in question to the school administration and/or police authorities;*
- 4. for purposes of displaying the conduct of the student in question at hearings dealing with charges filed against the student concerning the conduct shown in the video recordings;*
- 5. to comply with valid subpoenas, court orders or other legal requirements.*

Video recordings pertaining to monitoring purposes and disciplinary investigations and actions shall be destroyed after their use for the purpose for which the recording was made, but no later than the end of the school year if the video recording is not an educational record or a recording of instructional, co-curricular or extra-curricular activities that is a part of the Community Relations portfolio of Colonial Instructional Television (CITV). If the video recording is determined to be an educational record it shall be maintained and retained as required under the various student records laws. If it is suspected that legal proceeding may arise, or the School District has been notified of legal action, the video recordings must not be destroyed. Video recordings retained for legal actions, and those shared with local law enforcement authorities and/or administrators for use at hearings must be maintained until such time as all litigation proceedings are terminated, unless the video recordings are educational records, in which case they shall be retained as required under the various student records laws, which ever is longer.

Annual Reports

At the end of each school year (June 30th of each year) a report must be filed with the Superintendent's office by each principal and district office administrator holding video recordings of students. The report will list (1) the video recordings existing at the beginning of the school year, (2) video recordings taken during the school year, (3) video recordings erased during the school year, (4) video recordings still in existence on the date of the report; and (5) the reason why such video recordings are still in existence. The list of the recordings retained will indicate the date, place and reason for the recording and the name of the student(s) recorded.

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