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Audio and Video Recording

11 Students and their parents or guardians should assume that any class in which students
12 are enrolled may be recorded by the school district or other students for legitimate
13 educational purposes. Recordings permitted pursuant to this policy may only be used by
14 students for personal academic purposes and may not be republished without additional,
15 written consent from a school administrator. For purposes of this policy “recording”
16 includes still photographs, video, audio, and other similar data captures in any medium.

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19 **Recordings Made by the District.** The district may use cameras or other devices for
20 purposes of making security, safety, or other recordings without a specific purpose or for
21 a specific purpose when such recordings are deemed necessary or appropriate by the
22 administration. The district will not maintain the recordings unless the recording is
23 purposefully copied and saved, and the recordings will only be available for review for a
24 limited time based on the district’s then-current recording capacity. The district
25 administrators estimate that this is approximately 10 days but may change at any time.

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28 **Classroom Recordings by Staff.** Staff members may make audio and video recordings
29 of classroom instruction and school activities upon authorization of the superintendent or
30 supervising administrator.

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33 **Prohibited Recordings by Students.** Unless otherwise authorized by this policy or law,
34 students are prohibited from making audio or video recordings during the school day on
35 school grounds; when being transported to and from school activities or programs in a
36 vehicle owned, leased, or contracted by a school being used for a school purpose by a
37 school employee or by his or her designee, or at a school-sponsored activity or athletic
38 event, unless the recording is made in a manner permitted by the school for members of
39 the public. In such an instance, the students remain subject to the district’s appropriate
40 use and student discipline policies.

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43 For example, students making recordings of an athletic event for their personal use similar
44 to a parent or other patron are permitted, but students are still subject to the district’s
appropriate use and student discipline policies. However, this policy generally prohibits
students from using smart-speakers or other devices which actively or passively create
or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple
HomePod, and AngelSense devices or similar devices.

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47 **Permitted Classroom Recordings by Students.** Students may make audio or video
48 recordings of classroom lectures or discussions:

- 49 (1) For their convenience after providing notice to the classroom teacher and
50 receiving the teacher’s permission;
- 51 (2) For the benefit of another student who is absent after providing notice to the

45 classroom teacher and receiving the teacher's permission;
46 (3) If recording is necessary to accommodate the student's disability and is
47 required by the student's Individualized Education Plan (IEP) or Section 504
48 Plan.

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50 Staff may revoke permission to record if the recording distracts from or disrupts the
51 classroom environment, unless the recording is necessary to accommodate a student's
52 disability.

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54 **Permitted Non-Classroom Recordings.** Students may make audio or video recordings
55 otherwise prohibited by this policy outside the classroom only with the permission of a
56 teacher or school administrator, provided that such recordings otherwise comply with any
57 applicable state and federal laws. In no event shall photographs or video recordings be
58 taken or made in restrooms, locker rooms, or other areas where there is a reasonable
59 expectations of privacy.

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62 Adopted on: April 29, 2015

63 Revised on: September 13, 2016; February 13, 2018; July 10, 2019

64 Reviewed on: April 29, 2015; September 13, 2016; February 13, 2018; July 10, 2019