

**Video and Audio Recording Policy****I. PURPOSE**

The Barrington Public Schools (BPS) recognizes that video and/or audio records (“recordings”) can serve many purposes that align with BPS’ education mission and programming. BPS approves the use of these recordings for educational purposes including, but not limited to, recording student performances for instructional purposes; creating classroom instruction materials; athletic coaching; and providing tools for educator/staff coaching and development, subject to the provisions of this policy.

**II. POLICY****A. Recordings for which consent is required**

1. If a staff member or coach intends to create a recording of a class that will capture one or more students for purposes other than distance instruction, prior written consent must be obtained from the parent or legal guardian of any affected students in the class. The general prior consent provided by parents/guardians through the BPS student handbook is sufficient (see annual Family Photograph/Video Waiver notice).

2. If a student wishes to create a recording of a teacher, staff member, coach, student, or a class, prior consent must be obtained from the parent/legal guardian of any affected students and express verbal consent from the staff member. It shall be the responsibility of the building administrator or their designee to obtain consent from the affected student(s) and verbal consent from staff prior to the recording. The general prior consent provided by parents/guardians through the BPS student handbook is sufficient (see annual Family Photograph/Video Waiver notice).

**B. Recordings for which written consent is not required**

1. Video and/or audio recordings made pursuant to a student’s Individualized Education Program (IEP) or 504 Plan, when the IEP or 504 Team determines that such recording is necessary for the delivery of a Free Appropriate Public Education (FAPE), do not require consent under this policy. In such cases, the IEP or 504 Team is expected to establish reasonable conditions and limitations while still providing the student with a FAPE. IEP and 504 Teams will consider limiting recording to periods in which only direct instruction is occurring. IEP and 504 Teams will consider alternative supports which may prove more beneficial to student learning, including but not limited to, the provision of presentations and notes by the teacher to the student.

2. Recordings created in accordance with the annual BPS Family Photograph/Video Waiver notice, which is distributed annually to all students, do not require consent under this policy.

3. Recordings of any performance, academic or athletic competition, ceremony, presentation, orientation, training, assembly, or any other school-sponsored event occurring outside the classroom and open to the public do not require consent under this policy.

4. To allow students to access their class instruction, in the event of distance or hybrid learning, recordings, and live streams conducted by the classroom teacher, do not require written consent. Notification will be provided in the school handbooks on an annual basis.

#### Camera Use on Zoom or Other Instruction Platform

1. To ensure student engagement, teachers may request that cameras are on. If requested, and the student is not encountering technology problems, cameras on is a component of engagement and attendance for that class. We will create a tutorial for students to set a default background, such that students' locations are not revealed. For students who do not have a device that can set a default background, the school can provide a cardboard partition at their request. If a student encounters an unstable Internet, they may inform their teacher that they need to work with the video off temporarily. If students have issues with their devices' cameras, they need to complete the STAT technology assistance form as soon as possible. If a student or family member has concerns regarding camera use, they will work with a trusted adult to develop a plan.
2. Students may leave the audio off unless they are responding to the teacher or a classmate.
3. All classes will establish norms regarding privacy, respect, and the use of cameras and audio.
4. In the event that privacy concerns occur during a given class, the teacher may opt to not post the video. The teacher will post an aligned instructional video to support students who may have missed the instruction for that day.

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