

## Community Relations

### Public Videotaping of Educational Activity

The Board of Education (Board) hereby establishes limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

### Definitions

**Visual Recording:** Registering visual images on film, tape, digitally or by other mechanical or electronic means.

**Audio Recording:** Registering sounds on tape, digitally or by other mechanical or electronic means.

**Outside Entity:** Any individual, group, organization or corporation other than the administration, officers, staff or students of the District or individuals authorized to act on behalf of the District.

### Recording by Outside Entities

The Board prohibits the use of video or audio recording equipment on District property or at District activities by outside entities without permission from the Superintendent or his/her designee unless authorized by law.

This prohibition shall not apply to:

1. Performances or activities to which the general public is invited, such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Board or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting District facilities in accordance with Board policies and established administrative procedures.

### Recording by District Personnel

The District may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the District. This may include the use of video equipment in school buildings and on District transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by and on behalf of District personnel that include students ~~will be~~ **and are** considered student records ~~and~~ will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

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### Public Videotaping of Educational Activity (continued)

#### Recording by Students

The District ~~prohibits~~ **limits** the use of video or audio recording equipment on District property or at District activities by students ~~except~~ **unless**:

1. ~~If~~ **Required** by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the Building Principal **or classroom teacher**.

#### Recording of Meetings

The Board of Education recognizes a parent's/guardian's right to record a PPT meeting held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

The Board prohibits the use of audio, video, or other recording devices at other meetings held between District employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of District security cameras or devices.

(cf. 1112 – News/Media Relationships)

(cf. 1112.6 – Video Taping of Staff/Students)

(cf. 5125 – Student Records; Confidentiality)

(cf. 5131.11 – Video Cameras on School Buses)

(cf. 5131.111 – Video Surveillance)

(cf. 9320 – Board Meetings)

(cf. 9322 – Public and Executive Sessions)

(cf. 9326 – Taping of Meetings)

Legal Reference: The Individuals with Disabilities Education Act, 20 U.S.C. §§1400-1487,  
34 C.F.R. Part 300

The Family Educational Rights and Privacy Act, 20 U.S.C. §1232g 34  
C.F.R. Part 99

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NEW FAIRFIELD PUBLIC SCHOOLS  
New Fairfield, Connecticut