

**PHOTOGRAPHS, VIDEO AND AUDIO RECORDING FOR INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT PURPOSES**

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The Bangor School Department is committed to the use of technology to enhance the education of its students. The Department acknowledges that photographs, video, and audio recording (“recording”) in the educational setting may be useful for instructional and/or professional development purposes. In addition, there are times when live streaming or Internet access to digital video and audio recording may be appropriate. For example, these technologies may be useful tools to provide access to students in remote locations or home-bound students, or to permit a student to recover classroom instruction lost during an extended absence. For purposes of this policy, the educational setting shall mean the classroom and other settings in which students receive instruction.

The decision whether or not to permit photography, video, digital video or audio recording for educational purposes shall be made in the first instance by the classroom teacher, and the request and the teacher’s consent to recording shall be documented in writing and placed on file with the building principal. All such recordings shall be deemed the copyrighted property of the Bangor School Department and shall not be reproduced without the Superintendent’s written permission. Photographing or recording in the educational setting and transmission of photographs or recordings made in the educational setting, are prohibited unless approved for educational or professional development purposes under this policy. Photographs or recordings made for instructional use are intended to provide information for pedagogical and scholarly study. In the case of photographs or recording for educational purposes, only the student(s), guardians, administrator or instructor, on whose behalf a request is made, will be granted access. The building principal or an administrator may authorize others to view an existing photograph or recording on a case-by-case and as-needed basis.

The decision whether or not to photograph or conduct video, digital video or audio recording for professional development purposes shall be documented in writing and approved by the building principal. All such recordings shall be deemed the copyrighted property of the Bangor School Department and shall not be reproduced without the Superintendent’s written permission. Photographs or recordings made for professional development purposes shall, to the extent possible, be made in a manner that focuses upon the educator participating in the professional development activity and which minimizes any student privacy concerns. The recirculation of the photographs or recording shall be limited in scope to those individuals participating in the professional development process, and shall only occur with the prior permission of the building principal. To the extent students are included in the photographs or recording, steps shall be taken to preserve student privacy, such as video editing and proper camera angles. When a photograph or recording is no longer necessary for professional development purposes, it shall be erased or destroyed.

Student recordings as an accommodation in a student’s Individualized Education Plan or Section 504 Plan shall not be deemed a school recording unless the recording is conducted by the school on behalf of the student. All recordings made as an accommodation, or for instructional recovery or academic study shall be erased or deleted at the end of the semester or when they are no longer needed, whichever is the latter event. If the classroom teacher wishes to preserve a recording for future instructional purposes, the teacher shall seek permission from the building principal to preserve the recording.

No school photographing or recording whether for educational or professional development purposes shall take place in the educational setting without first securing the written consent of each adult student, or minor student’s parent or guardian. An adult student or minor child of a parent who refuses consent for a class where recording is part of the curriculum, such as a television or broadcast journalism course, shall



not be permitted to enroll in the course. This policy shall be reproduced in the student handbooks, and the parent or adult student's written receipt of the handbook shall be deemed acceptance of the Bangor School Department's use of photographs, video and audio recordings for instructional purposes unless the adult student or parent opts out of granting permission. Until such policy is reproduced in the handbook, this policy and a permission form shall be disseminated by the classroom educator when photographing or recording is contemplated. The classroom educator shall be responsible for obtaining the adult student or parent's written consent and placing the consent on file with the building principal before photographing or recording may take place. The Bangor School Department reserves the right to reassign students to classes in accordance with their photographing and recording preferences.

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