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## EXPLANATION: AUDIO AND VISUAL RECORDING

The proposed changes in this policy are optional for districts.

MSBA has revised this policy to reflect changes in Missouri teacher preparation programs. Candidates for teacher certification have the option to submit a video of their teaching as part of their certification assessment. This requirement is part of the Missouri Pre-Service Teacher Assessment (MoPTA). However, there is also a "nonvideo" option for teacher candidates. Districts have the option of whether to allow student teachers to make video recordings of their class(es). If a district decides not to allow video recording, the candidate then must use the "nonvideo" option to fulfill his or her certification requirements.

If a district allows video recording, the teacher candidates must follow specific guidelines and procedures before making video recordings of students in their classes. First, a candidate's supervising teacher should inform the building administration that such recording will take place and the reasons for it. After receiving permission from the administration, the candidate must obtain completed permission forms prior to recording students or other adults. Candidates must use the MoPTA forms, which can be found at:

<http://mega.ets.org/test-takers/mopta/build-submit-tasks/permission-forms>.

District or school permission forms are not accepted.

The forms are used to collect and document signed permission given for all individuals who appear in any submitted photograph or are seen or heard in video recordings. The forms also are used for student work that is submitted. The candidate must secure permission from the parents/guardians of all students in the video and must also consider securing permission from all other students in the class should they be needed for future use. These permissions must be secured whether the candidate is making the video for practice or not.

The candidate should take responsibility for ensuring that parents/guardians understand the video recordings are not about the students but are being used for professional discussions with other teachers about the best ways to teach. The candidate should ensure that the students will never be identified by their full names.

If a student's parent/guardian refuses to grant permission, the candidate must ensure that the student is seated outside the video camera's range. There must be a signed Student Permission Form for each student who appears or is heard on a submitted video recording, who is seen

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in a photograph, or whose work samples are submitted. There should also be a signed Adult Permission Form for any adult who is included in submitted video recordings or in photographs.

The supervising teacher should verify that the candidate has obtained all the necessary release forms before any video recording takes place.

MSBA has also added language to reflect the new laws concerning Unmanned Aircraft Systems (UAS), more commonly referred to as "drones." In 2015, the federal government issued new, and much more restrictive, guidelines/regulations/laws for drone operators and operation. MSBA has received numerous questions from districts using these devices to film sporting events and other district activities in regard to the requirements and limitations that districts may be under when operating them. The language added to this policy reflects those changes to the guidelines/regulations/laws concerning UAS and drones.

<i>MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.</i>					
	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor	X	Special Education
	Transportation	X	Public Info/Communications		Technology

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## AUDIO AND VISUAL RECORDING

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

### 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 Camdenton R-III School District or individuals authorized to act for the district.

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

### Recording by Outside Entities

The Camdenton R-III School District prohibits the use of video visual or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise 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 Camdenton R-III School District Board of Education or committees appointed by or at the direction of the Board.

4. **Recording of an event sponsored by an outside entity, including student-initiated groups, entity** using or renting district facilities in accordance with Board policies and established administrative procedures.

### **Recording by District Personnel or District Agents**

The district **or designated agents of the district** may make audio or visual recordings to provide security, to maintain order, for professional staff development use, **for educational purposes** or for other purposes related to furthering the educational mission of the district. This may include the use of **video visual recording** equipment in **school district** 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 or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

### **Pre-Service and Student Teachers**

The district may allow student teachers or pre-service teachers to record themselves teaching or otherwise interacting with students when the recording is used for educational purposes in the student teacher or pre-service teacher preparation program. The student teacher or pre-service teacher must obtain permission to do so from the cooperating teacher and the building principal and must have signed Missouri Pre-Service Teacher Assessment permission forms from all students and adults who will appear in the recordings if those recordings will be viewed by any person who is not employed by the district. The district reserves the right to refuse to allow recording or to limit the time and place for such recordings in order to minimize disruption to the educational process.

### **Recording by Students**

The Camdenton R-III School District prohibits the use of **video visual** or audio recording equipment on district property or at district activities by students except:

1. If required by a **school district**-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.

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## Recording of Meetings

The Board of Education prohibits the use of audio, video, or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and 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.

## Secretive Recording or Transmission

The district prohibits secretive recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determines in rare circumstances that such recordings are necessary for educational or security reasons. The district prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation, even if the conversation is not recorded.

## Use of Unmanned Aircraft Systems

All unmanned aircraft systems (UAS) operators seeking to operate a UAS on or over district property or at a district event must receive authorization from the superintendent or designee. Authorization will be granted only when such operation is on behalf of the district, supports the mission of the district or otherwise serves a public purpose.

All UAS with the potential to capture or produce visual images of district property or district events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines.

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**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted:

Cross Refs: BDA, Board Meetings  
BDC, Closed Meetings, Records and Votes

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BDDL, Release of Information  
ECA, Buildings and Grounds Security  
IGBA, Programs for Students with Disabilities  
IGDA, Student-Initiated Group Use of District Facilities  
JO, Student Records

Legal Refs: §§ 610.010 - .035, RSMo.  
The Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417  
34 C.F.R. Part 300  
The Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g  
34 C.F.R. Part 99

Camdenton R-III School District, Camdenton, Missouri