

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

**106 Hancock Road
Peterborough, New Hampshire**

CONTOOCCOOK VALLEY SCHOOL BOARD

Tuesday, September 6, 2016

7:00 p.m.

SAU Office

Public Hearing

Policy EEAB

Video and Audio Recording For Instructional and Professional Development Purposes

In accordance with RSA 189:68, a public hearing will be held by the Contoocook Valley School Board for the purpose adopting Policy EEAB - Video and Audio Recording For Instructional and Professional Development Purposes

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

EEAB – Video and Audio Recording For Instructional and Professional Development Purposes

The ConVal School District is committed to the use of technology to enhance the education of its students. The District acknowledges that video, digital video, and audio recording (“recording”) in the classroom may be useful for instructional and/or professional development purposes.

The decision whether or not to conduct video, digital video, or audio recording for educational purposes shall be made in the first instance by the classroom teacher and their request shall be documented in writing and placed on file with the building principal. All such recordings shall be deemed the copy written property of the ConVal School District and shall not be reproduced without the District’s express permission. Recordings shall not be sold. Recordings made for instructional use are intended to provide information for pedagogical and scholarly study. In the case of recording for educational purposes, only the student(s) or instructor, on whose behalf a request for recording is made, will be granted access to that recording. The building principal or an administrator may authorize others to view an existing recording on a case-by-case and as-needed basis.

The decision whether or not to 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 copy written property of the ConVal School District and shall not be reproduced without the District’s express permission. Professional development recordings shall not be sold. Recordings made for professional developmental 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 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 recording, steps shall be taken such as video editing and proper camera angles to preserve student privacy. When a recording is no longer necessary for professional development purposes, it shall be erased.

Student recording as an accommodation in their Individualized Education Plan or Section 504 Plan shall not be deemed a school recording. All recordings made as an accommodation, or for instructional recovery or academic study shall be erased 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, they shall seek permission from the building principal to preserve the recording.

The District may use audio or video recordings in connection with the instruction of teacher interns or student teachers, after providing written notification to the parent/legal guardian of each student in the class. The notice must include the purpose of, and privacy policy for, the recordings. The Superintendent or his/her designee is authorized to develop procedures and forms pertaining to the use of such recordings.

CONVAL SCHOOL BOARD

The District shall not record a school classroom for the purpose of teacher evaluations, as defined by the **ConVal Teacher Evaluation Plan**, without first obtaining the written consent of the teacher and each adult student or minor student's parent or legal guardian. To the extent instruction occurs in quasi-public areas, such as gymnasiums, cafeterias, libraries, hallways or elsewhere on school grounds, and such areas are equipped with surveillance cameras, for security and safety purposes, such recordings shall not be used by administrators in connection with the annual evaluation of teachers under the **ConVal Teacher Evaluation Plan**, but may be used for any other lawful purpose.

This policy was originally adopted on November 17, 2015 after a public hearing conducted by the ConVal School Board.

Category: O

See Also: EEAA Video Surveillance on School Property
EEAE School Bus Safety Program

Legal References:

RSA 189:68(IV)- (V)
20 U.S.C. § 1232g, Family Education Rights and Privacy Act (FERPA)
34 CFR Part 99, Family Education Rights and Privacy Act Regulations

1st Read: August 9, 2016
2nd Read: September 6, 2016
Adopted: