

**USE OF IMAGING AND RECORDING DEVICES IN SCHOOL****F34****Policy**

It is the policy of the Orleans Central Supervisory Union or its member school districts (Albany, Barton, Brownington, Glover, Irasburg, Orleans, Westmore, and Lake Region Union), hereinafter referenced as “the Board” or “the District,” to **explicitly prohibit the use of imaging and recording devices** in the school building, on school grounds, or school buses, or at school sponsored activities to take images of or make recordings of people who have a reasonable expectation of privacy or to reproduce course materials without an instructor’s permission.

**General Information**

The Board recognizes their responsibility to provide the protections outlined under the Family Rights and Privacy Act (FERPA). Further, the Board has an interest in protecting the privacy of students and the staff who are employed by the school district. In addition, the Board needs to follow the requirements of copyright law and wants to restrict the unethical distribution of course materials.

**Definition**

Recording and imaging devices include but are not limited to cell phones, webcams, PDAs, cameras, MP3 players and other devices with built-in imaging and recording capabilities that could be used to violate privacy and ethical guidelines.

**Conduct Prohibited**

1. The use of imaging and recording devices in school without the permission of a teacher or principal, except at events where the public is reasonably expected and invited to attend, is prohibited. Permission will be limited to a specific purpose and location(s) for which the imaging and recording devices may be used and a specific date(s) on which the imaging and recording devices may be used.
2. The use of imaging or recording devices in any locker room, restroom, or any other place people have a reasonable expectation of privacy is prohibited.
3. The following uses of imaging and recording devices is prohibited:
  - a. To act in any unethical or illegal manner;
  - b. To photograph or record another person who has reasonable expectation of privacy without that person’s knowledge and consent.
  - c. To violate another person’s copyright or otherwise constitute plagiarism.
  - d. To harass, intimidate, or bully another person or to invade another person’s privacy.
4. An image or recording taken using an imaging or recording device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person who appears or is heard in that image or recording who had a reasonable expectation of privacy at the time the image or recording was made, or the person who owns the copyright in the material appearing in that image.

ORLEANS CENTRAL SUPERVISORY UNION POLICY MANUAL

5. The use of school resources including computers, email, Internet access and networks and other such devices and equipment to distribute images and recordings prohibited by this policy.
  
6. Publication or sharing of images or recordings through non-school resources, such as cellular networks, that does not occur on school property, not on a school bus or not at a school-sponsored activity but where direct harm to the welfare of the school can be demonstrated may result in a violation of this policy and other district policies including not limited to policies on acceptable use, harassment and bullying.

	<b>Date Warned</b>	<b>Date Adopted</b>	<b>Date Revised</b>
Orleans Central Supervisory Union	06/01/2015	07/16/2015	
Albany School District	06/01/2015		
Barton School District	06/01/2015		
Brownington School District	06/01/2015		
Irasburg School District	06/01/2015		
Glover School District	06/01/2015		
Lake Region Union High School	06/01/2015		
Orleans School District	06/01/2015		
Westmore School District	06/01/2015		

*Cross References:*     *Student Records; Family Privacy (F6)*  
                               *Copyrights (G2)*  
                               *Visits by Parents, Community Members or Media Interviewing, Filming,*  
                               *Videotaping or Recording (H3)*  
                               *Acceptable Use Policy (G4)*  
                               *Policy on Prevention of Harassment of Students (F20)*  
                               *Harassment of Employees (D13)*  
                               *Bullying Prevention (F38)*  
                               *Student Conduct and Discipline (F1)*