

DIOCESE OF JOLIET – CATHOLIC SCHOOLS VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS AGREEMENT

The Diocese and Schools of the Diocese allow positive publicity of students using videotapes, digital images, photographs and web publication within the context of this policy. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to diocesan guidelines.

GUIDELINES:

- I. Special Use of Videotapes and/or Photographs of Students by Diocese and/or School.
 - A. Videotapes and photographs of students may be utilized by teachers, administrators, or their designee within the Diocese, School for classroom instructional purposes without advance consent of a student's parent/guardian. Such school diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.
 - B. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes and photographs of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.
 - C. Students with the supervision of the administrator/teacher or approved designee, may videotape, photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.
- II. Other videotaping and/or Photographing of Students
 - A. Waiver of forms of release shall be required from parent/guardian when:
 1. Students are to be involved in interviews approved by Diocese and/or School using videotapes, digital images or photographs by outside media sources.

2. Students identified as having special education needs are videotaped or photographed under circumstances which would, by the nature of such circumstances, identify them as having such needs.
 3. Students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching practices as part of university class assignments and/or student teaching portfolio development.
- B. Parent/Guardian permission for videotaping and/or photographing of students shall not be required when:
1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
 2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council, and etc. for which there is potential for informal contact with news media.
 3. Stock videotape footage or generic pictures. (i.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or school.
 4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
 5. Video cameras are in use to monitor public areas of a school/church facility or bus.