

ESDS Policy M: Recording – Approved August 2022

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MA PURPOSE OF POLICY

ESDS is committed to creating a school environment that fosters safe and effective learning for its students while protecting the confidentiality and privacy of students and ESDS staff members and employees. This policy is intended to provide appropriate protections for students and employees and to provide flexibility for ESDS to utilize technological means to enhance and aid the educational development of students, to promote inclusion and participation in classroom discussion and school-related activities, and to keep students and staff safe.

MB NO RECORDING IN PRIVATE AREAS

Notwithstanding any provision to the contrary, videotaping, filming, photography, or other recording are not permitted in private places on ESDS grounds (*e.g.*, restrooms, locker rooms, and student services) where an intrusion upon the privacy of a student or School staff member or employee of a nature highly offensive to a reasonable person may occur.

MC NO RECORDING ON SCHOOL GROUNDS

All ESDS staff members and employees are generally prohibited to videotape, film, photograph, or produce other recordings on ESDS grounds, except as expressly permitted herein or as allowed upon the express written authorization of ESDS administration.

MD RECORDINGS ALLOWED FOR EDUCATIONAL PURPOSES

ESDS administrators, instructors, teachers, and other educational providers are permitted to videotape, film, photograph, or produce other recordings for educational purposes or to facilitate specific instructional services permitted based on established policies and practices, or for school use and for school publications.

ME RECORDINGS ALLOWED FOR SCHOOL-RELATED ACTIVITIES AND PUBLIC EVENTS

Recordings are permitted at ESDS-related activities and public events, such as graduation ceremonies, athletic events, cultural events, and student concerts. Note that the specific venue may have additional guidelines concerning recordings and the use of electronic devices.

MF WHEN PARENTAL CONSENT IS NEEDED TO RECORD STUDENT

A signed parental consent form shall be required at all times to videotape, photograph, film, or otherwise record an individual student where the recording directly relates to the student, where student is not a public figure by choice, where the private life of the student is likely to be invaded, where the student's misconduct has come to public attention, or where a student's physical, mental, or emotional condition/behavior is likely to be publicly exposed.

MG WHEN PARENTAL CONSENT IS NOT NEEDED TO RECORD STUDENT

Prior parental consent shall not be required for photographing, filming, videotaping, or other recording purposes when a student has voluntarily chosen or been allowed by parents to participate in or be a

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spectator at a ESDS-related activity or public event (*e.g.*, an athletic event, music concert, graduation, cultural activity) or has chosen to be an officially designated school leader or role model (*e.g.*, athlete, student council, etc.).

MH REMOTE CLASSES AND PRESENTATIONS

Enemy Swim Day School cannot control nor is liable for the photographing or recording of remote classes or presentations in locations other than on the school campus (*e.g.* student homes).

MI VIOLATION OF POLICY IS GROUNDS FOR DISCIPLINARY ACTION

This policy applies to all ESDS staff members and employees. Subject to existing ESDS policies and procedures on employee discipline or other applicable agreement, any violation of this policy may subject an individual to disciplinary action, including, but not limited to, revocation of certain access privileges, suspension, or termination from employment.

MJ EXISTING POLICIES AND PRACTICES

Use of recording devices and the application of these guidelines must comply with existing ESDS policies and practices, including, but not limited to the Sexual Harassment Policy, Code of Professional Ethics, and Personal Phone Calls/Cell Phone Usage Policy.