

Guidelines for Use of Audio/Video Technology for Instructional Purposes:

- Only professional staff (teachers, specialists) may audio/video tape students for instructional purposes.
- Students will be informed verbally prior to audio/videotaping taking place.
- Parents will be informed annually in the schools student handbook that teachers (specialists) may audio/videotape students for instructional purposes.
- Students may request to be audio/video taped so they may use it for documentation in their CD portfolio.
- Audio/video tapes of the student may be viewed only by teachers, student and the student's parent/guardian, unless the parent or eligible student has given consent.
- Upon request a copy of the audio/videotape of the student only will be provided to the student or parent/guardian.
- Audio/videotape used for the purpose of providing student feedback will be retained for no more than the end of the current school year.
- Audio/videotapes used for the purpose of assessment or digital portfolios will become part of the student's educational record.

Policy Adopted: 12/02