

## STUDENTS

### 9-0 Digital Recording/Videotaping/Photography Policy

#### **Introduction**

Stoneham Public Schools Spartan EDTV (Channel 10 Comcast, Channel 13 RCN, Channel 35 Verizon) are the school district's educational access channels. EDTV online at [www.stonehamschools.net](http://www.stonehamschools.net) is Stoneham Public Schools online streaming video resource. They are used as teaching and learning tools, as well as a means of informing the entire Stoneham community and beyond, of school events.

#### **Policy**

All recording, video taping and photographing, including digital photography, by any means, including but not limited to cell phone, involving students will be related to classroom and/or extra curricular activities and other instructional support services. No video recording or photographing, including digital photography, will be used for commercial purposes and no student will be included without the written consent of the parent/guardian. Parents will be required to sign a release form on an annual basis. Exceptions to this policy are large public events, such as athletic events, Carnival Ball, graduation, etc.

All routine classroom video recording and photographing, including digital photography, of student activities produced by students or school personnel may not occur, or be reproduced, or made available outside of the school for any purpose without express prior authorization of the building principal. Parents will be notified in advance whenever non-routine projects involving video recording and photographing, including digital photography, of students is planned.

Stoneham Public Schools

PARENTAL RELEASE FORM

\_\_\_\_\_  
(Student Name)

\_\_\_\_\_  
(School)

PRIOR TO ALLOWING YOUR CHILD TO BE RECORDED, VIDEOTAPED OR PHOTOGRAPHED IN ANY PUBLIC SCHOOL ACTIVITIES, THIS FORM MUST BE SIGNED AND RETURNED.

I give my permission for my child to be included in school related recording, videotaping and photographing, including digital photography, of school activities. All recording/videotaping/photography will be related to classroom and/or extracurricular programs, activities and other school functions. Video programs may be edited and broadcast to the community on cable television on Stoneham's Educational Access Channels 10, 13, 35 or on EDTV online at [www.stonehamschools.net](http://www.stonehamschools.net).

I understand that all videotaping and/or photographing, including digital photography, done by the school system will be utilized for educational enrichment, or community information purposes, and will not be commercially aired or distributed. I understand that no confidential, registry, or student records information about my child will be released in recorded, video or photographic form.

It is also understood teachers and other school personnel may edit and prepare video productions using school and/or personal video and computer equipment, at school and at home.

I acknowledge that I have read this Recording/Videotape/ Photography Authorization document and agree to its terms.

I acknowledge that I have read this Recording/Videotape/Photography Authorization document and do not agree to allow my student to be recorded, videotaped or photographed.

*Parent or Guardian:*

NAME (Please Print) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## **STONEHAM PUBLIC SCHOOLS**

### **STUDENT TECHNOLOGY ACCEPTABLE USE POLICY**

#### ***Parent/Student Acknowledgement Form***

The Stoneham Public School system provides technology and internet access to students and staff to support educational excellence and enhance our curriculum. Use of school computers and online access is a privilege provided to students and staff.

Information sent and received using the Stoneham Public Schools wide area fiber network and online computers is the property of the Stoneham Public Schools and is subject to review at the discretion of school administration. In the event that a review shows improper use, appropriate action will be taken with the individual(s) in accordance with school disciplinary policy, copyright law and/or Federal and State law.

Improper use includes but is not limited to:

- Causing damage to computer technology equipment
- Altering computers or network equipment configurations
- Loading personal non-school purchased software onto a computer
- Hacking into other's folders or work files on a password protected server
- Using printer material for non-school business
- Use of computers and internet unrelated to intended educational use
- Downloading files for personal use, unrelated to proper educational use
- Use of school technology for personal gain or commercial use
- Use of computers for spam, advertising or political use
- Non-educational chat room or instant messaging use
- Use of an online computer to transmit, receive or display pornography; racially offensive or harassing messages; profanity; sexually explicit material; or threatening, defamatory, or other improper, socially unacceptable files
- Downloading or transmitting materials in violation of State, Federal and Copyright law

The Stoneham Public School system is not responsible for materials acquired using school computers. From time to time, the Stoneham Public Schools will make determinations on whether specific uses of technology are consistent with the acceptable use practice.

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

School \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_