

## **DIOCESE OF JOLIET – CATHOLIC SCHOOLS VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS POLICY**

The Diocese and Schools of the Diocese of Joliet allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. 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. **However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.**

- I. Videotapes, photographs, and digital images of students may be utilized by teachers, administrators, or their designee within the Diocese and/or School for classroom instructional purposes without advance consent of a student's parent/guardian. Such School and or Diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.
- II. Photographs or videos of students posted on the School website shall not be captioned with the student's full name or identify the student by name in any manner. Disclosure of student information will be limited to first name and last initial. No image of a student may be posted in such a way that the image of that student may be linked to or associated with the student's full name.
- III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images 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.
  - A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.
- IV. Students under the supervision of the administrator/teacher or approved designee, may videotape or 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.

- V. Forms of release for videotaping and photographing of students **are not required** from the parent/guardian 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 leader, 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.



## Diocese of Joliet Catholic Schools Office

### **PARENT/GUARDIAN OBJECTION TO THE PUBLICATION OF PERSONALLY IDENTIFIABLE STUDENT IMAGES AND WORK**

The Office of Catholic Schools of the Diocese of Joliet and any of its schools may produce or participate in videotape, Internet (i.e. Website), digital or still photograph productions (including school yearbook) that may involve the use of students' names, likenesses or voices. Such productions may be used for the educational and/or school marketing purposes and may be copied or copyrighted with the school retaining any and all rights to such productions.

Videotaping and photographing of students is permitted without parent/guardian permission as stated in the Videotaping and/or Photographing of Students Policy. Parents/guardians have the right to object to the use of the child's /children's name, picture, or voice in these media and may do so by completing the form below and returning it to the principal of the school to be kept on file there.

(Please Print)

I object to \_\_\_\_\_  
(Name of School)

publishing my child's/children's personally identifiable image and work in places and via electronic, video, auditory, print, and any other media accessible by the public (including said School/Parish/Diocese; bulletins, newspapers, websites, yearbook and other print publications).

Family Name \_\_\_\_\_  
(Please Print)

Name of child/children \_\_\_\_\_

Permission Denied \_\_\_\_\_  
(Signature of Parent/Guardian)

Date \_\_\_\_\_

Furthermore, I acknowledge that there may be occasions that my child is photographed or videotaped at a School/Parish/Diocesan public event during such time as my child is either a participant or spectator. I also acknowledge that my child may be videotaped as part of the school's safety and security measures.

Family Name \_\_\_\_\_  
(Please Print)

Name of child/children \_\_\_\_\_  
(Please Print)

Date \_\_\_\_\_