

### **RECORDING OF ACADEMIC INSTRUCTION AND OTHER SERVICES**

Due to school building closures in response to epidemics and other exigencies, the District may provide academic instruction and other services (together, “services”) for students and parents remotely, through an online format. The provision of services through online means may enable students, parents, or third parties to create an audio or video recording of the services. The Board expressly prohibits such activity, except in the limited situations outlined below, as the recording of services may violate the privacy rights of other students and employees of the District. This policy shall be uniformly applied.

The following are exceptions to the prohibition against recording services. For any exception to be applicable, the student, parent, or third party seeking to record services must: (1) make an advanced written request to the student’s building principal which identifies the services to be recorded, the date and time the services are to be recorded, and the applicable exception permitting such recording; and (2) obtain the advance written permission of the relevant student’s building principal.

- A. The recording of an Individualized Education Program (“IEP”) meeting shall be permitted if necessary to ensure that a parent understands the student’s IEP or the IEP process, or to implement other parental rights guaranteed under Part B of the Individuals with Disabilities Education Act.
- B. A recording may be permitted if it does not include audio or video of any other District student, and all District employees providing the services consent to the recording, in writing, in advance of such recording.

A person permitted to record services under this policy expressly agrees that services rendered by District employees occur within the scope of their employment by the Board, and are therefore the intellectual property of the Board. The Board expressly retains all legal rights and privileges associated with its ownership of such intellectual property. A person permitted to record services under this policy agrees that the recording shall be only for personal use and for the use of the relevant student. No such recording may be shared with a third party by any means, posted on the internet, or made commercially available in any form, without the written permission of the Board.

LEGAL REFS: O.R.C. 3319.321; 20 U.S.C. 1232g; 17 U.S.C. 101-120

Adopted: September 21, 2020