

**Ensuring Student Privacy and Safety/Appropriate Use Of
Personally Identifiable Information: Web Page
Photography, Videotaping, Newspaper Articles,
Publication Of Student Work**

Policy

The district has an obligation to protect student safety and to balance this with the need for open communications when using the Internet and other forms of media.

Administrative Regulations

Posting of Student Work/Photographs and other Media Representation

1. Pictures or video of persons on a Web page, in print publication, or video production without the permission of the individual (and their parent /guardian) is unacceptable. Every person has a right to privacy, which includes the right to restrict the use of his/her own image and intellectual property and must give permission on the appropriate permission form.
2. Permission will be distributed at the beginning of each school year and kept on file in each building.
3. Personal information about students, including names, addresses, telephone numbers, etc., generally should not be published.
4. Student work should not be published unless the appropriate permission form has been signed, exceptions being work part of an existing publication such as school's newspaper or a college-entrance or employment-seeking portfolio. (In making the latter determination, the high school student and the supervisory staff member must weigh the potential for risk against the perceived advantage. Parental approval, in addition to that of school staff, is required where there is uncertainty regarding the posting of identifying information for high school students.)
5. If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
6. The Director of Technology will provide guidelines to building administrators for formatting and monitoring web pages.
7. Building principals will provide guidance to staff regarding the provisions of this policy and its regulations.

Legal References:

(cf. 1110 - Communication with the Public)

(cf. 5125 - Student Records)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6141.321 - Internet Use)
(cf. 6141.322 - District/School/Staff/Student Web Sites and Web Pages)
(cf. 6145.3 - Publications)
(cf. 6162.6 - Use of Copy Devises, Copyrights)

Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.
10-15b Access of parent or guardians to student's records.
10-209 Records not to be public.
11-8a Retention, destruction and transfer of documents
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
46b-56 (e) Access to Records of Minors.
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.).
Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

PARENT/GUARDIAN PERMISSION FOR

MEDIA PUBLICATION

OF PERSONALLY IDENTIFIABLE INFORMATION

I have reviewed Torrington Board of Education Regulations and Policy No. 6071 and understand the reasons for granting Torrington Public Schools appropriate permission.

Student Name

Name of School

I certify that I am the parent or legal guardian of the above mentioned individual and am authorized to give permission and consent.

- Permission is given for the above-named student(s) photograph, digital image or published school related works to appear in print, web pages, videotapes; public and/or commercial television.
- Permission is not given for the above-named student(s) photograph, digital image or published school related works to appear in print, web pages, videotapes; public and/or commercial television.

Signature of Parent/Guardian

Date