

PHOTOGRAPH AND VIDEO PRACTICES

It is Paw Paw Public School's (PPPS) practice to allow reasonable and responsible access to school facilities, students, and staff for the purpose of producing photographs, videos, movies, audio recordings, and likenesses, for internal and external use. The use of such media is for educational, promotional and informational activities, so long as the activities are legal, and include the protection afforded by the FERPA and privacy rights granted under general legal protections.

This is subject to the following conditions:

1. The Superintendent and/or his designee have the right to refuse any photography or other internal/external promotional or informational publicity not subjected to the Open Meetings Act.
2. PPPS routinely will utilize photographs and names together as part of the annual yearbook publication.
3. Student media and works that are posted online will not be accompanied by the student's full identifying name. Examples of what is acceptable with a photograph: "John", "John D.", or "J. Doe"
4. It is understood that when employees and students attend meetings that are under the Open Meetings Act, the media can take photographs and the likenesses that might personally identify the parent or student notwithstanding this practice. Examples are School Board meetings, sporting events, band/choir performances, etc...
5. Photographs, videos, movies, recordings, likenesses and or the voice of the student may be used by the media solely for the event for which it was taken.
6. The parent or guardian of the student, if the student is under 18 years of age, must complete the Photograph and Video Practices Opt-Out form in order to have their child excused from media activities.
7. The Photograph and Video Practices Opt-Out Form will be on file in the appropriate school and be referenced for photographs, promotional or instructional activities.
8. The Photograph and Video Practice Opt-Out Form to be used is attached. The Superintendent has authority to modify the form if circumstances warrant it.

STUDENT PHOTOGRAPH AND VIDEO OPT-OUT FORM

By signing below, I **do not allow** Paw Paw Public Schools the unlimited right to use and/or produce photographs, videos, movies, audio recordings, and likenesses of my child in any legal manner for internal/external promotional and informational activities of Paw Paw Public Schools.

I also acknowledge that my child's work and/or photograph will not be published on their teacher's classroom website, district recognitions or publications (yearbook).

School Name: _____

Student's Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Please Print) _____