



**Subject:** Video Recording Policy  
**Effective Date:** May 9, 2023  
**Approved By:** Board of Directors  
**Policy:** 5033.1

Springs Charter Schools ("Springs") may record virtual classes and seminars, which provide educational instruction, and post these recordings on Canvas or on another Springs virtual classroom platform for use by students in the class who might benefit from accessing the instruction at a later time. Students' names, voices, personal images or other personal information may appear in these recordings. There is no expectation of privacy in Springs Charter Schools virtual classes and seminars.

If a parent/guardian does not want their child to be on camera during the recorded class or seminar, the parent/guardian or the student may turn the student's camera off during the class or seminar. If a parent/guardian does not want their child's full name to appear as a listed participant during the recorded class or seminar, the parent/guardian or student may change the student's listed participant name to initials. By joining the virtual class or seminar with the camera turned on, remaining on-screen during the class or seminar and/or not changing the student's listed participant name to initials, the parent/guardian and student are consenting to being video recorded and having the student's name appear as a participant in the recording.

No counseling, speech or other related special education services provided in a group session will be recorded. Academic special education may be recorded if it has been included as an option in the course syllabus.

The recordings will only be available during the course of the class and for a maximum period of one semester. Springs shall remove and delete the posted recordings at the end of each semester or more frequently. The posted recordings will only be accessible via a secure Springs portal with student login/password information. The recordings will not be posted for general public access.

No individual is permitted to photograph, video or audio record, or screenshot any Springs virtual class or seminar, or any recording thereof, without express written permission from the Springs Superintendent or the Superintendent's designee. Individuals who violate this requirement may be subject to discipline or legal action.

Notice of the Springs policy on recording virtual classes and seminars will be placed in all of the following locations: 1) on the home page of each course in which recording takes place; 2) on every web page where the teachers are teaching; and 3) in the Annual Parent Notifications. Parents/guardians will be asked to sign a form to acknowledge that they have read and understand this Policy.