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| Book | Policy Manual |
| Section | 800 Operations |
| Title | Livestreaming |
| Code | 815.1 - Reviewed by Stock and Leader |
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Purpose

The Board recognizes that livestreaming may be helpful to the Spring Grove Area School District (District) and its employees in both fulfilling its educational mission and in expanding the reach of District events and activities to those not able to attend in person. The Board further recognizes that without parameters, livestreaming may pose risks to the District, its employees, students and their families, and may otherwise disrupt the educational environment. The Board authorizes the use of livestreaming for instructional and other educational purposes. This policy does not prevent employees, students, parents, and/or members of the public from livestreaming District events open to the public.

Delegation of Responsibility

The Superintendent shall delegate to his/her designee(s) the right to enforce this policy.

Definitions

A **hybrid class** is one in which all or a portion of the students in the class are located in the brick and mortar classroom on District property, all or a portion of the students are located off District property participating in livestreamed instruction and other educational activities, and the teacher is located either on or off District property. Additional Staff may engage with the hybrid class, whether on or off District property. A hybrid class may be designated for an entire school term (year, semester, trimester, marking period) or on an as-needed basis. ~~the teacher and a portion of the students in the class are located in the brick and mortar classroom on District property, and a portion of the students are located off District property, participating in livestreamed instruction and other educational activities. Additional staff may engage with the hybrid class, whether on or off District property.~~

Livestreaming, as used in this policy, shall mean utilizing any camera and/or microphone, whether located on or off District property, including on District-provided transportation, to broadcast live video and/or audio content through the Internet and virtual platforms offered/supported by the District, which may include social media platforms.

Personal device includes but is not limited to the use of a student's/family's own laptop, cell phone, personal digital assistant, or other Internet-enabled hand-held device. Personal device also includes but is not limited to the use of an employee's own laptop, cell phone, personal digital assistant, or other Internet-enabled device.

Guidelines

Development of Administrative Regulations

The Superintendent or his/her designee shall develop administrative regulations to implement this policy. The Superintendent shall ensure that all students and employees are made aware of this policy and any administrative guidelines by means of the employee and student handbooks, the District website, and other reasonable means.

Use of Livestream Video for Educational Purposes

The Superintendent or designee shall ensure that adequate precautions are in place to limit the sharing of personal information with individuals not directly affiliated with the District, and those who do not qualify as "school officials."

In accordance with the Children's Online Privacy Protection Act, the District shall:

1. Ensure that the use of online learning platforms is for school-authorized educational purposes, and not for commercial purposes.
2. Review the privacy and security policies of each online learning platform company utilized by the District to understand how each company will collect, use, and disclose personal information from District students.
3. Provide parents with notice of the website and online learning platform companies whose collection they have consented to on behalf of the parent.

Parents/Guardians and students ~~enrolled in a hybrid class~~ shall be notified of the use of livestreaming **technology in the district classrooms at any time**. The administrative guidelines shall ensure that students are not **identified and/or** captured in the livestream whose parents/guardians have elected to opt them out of video or audio recording.

Recording of a ~~hybrid~~ class livestream of academic instruction and/or educational activities may occur. Only District employees given explicit permission by administration to record a hybrid class livestream may do so. The District shall not share these recordings or any educational records with anyone who does not have a legitimate educational interest without written parental consent. The recordings may, however, be shared with other students for instructional purposes, in which case the parents of recorded students will be notified. Anyone with a legitimate educational interest who requests and thus receives the recording shall abide with privacy protections and shall utilize the recording only for the remote instruction of his or her child. Any person who violates such privacy requirements may be prohibited from gaining access to future recordings.[1]

Students and employees participating in the hybrid class off of District property shall not record the livestream unless given explicit permission by the administration. The administration shall make reasonable efforts to ensure that remote participants to a livestream of academic instruction and/or educational activities do not make an unauthorized recording of a hybrid class livestream. However, the District provides no guarantee that an outside party will not access or record the instruction. By participating in a livestream, all participants acknowledge and accept the risk of the access or recording of the livestream by an outside party and have no expectation of privacy in the recording.

Students

Students in a hybrid class shall:

1. Dress in proper attire consistent with the District's dress code.[2]
2. Comply with the District's Responsible Use Policy, whether using a District device or a personal device.[3]
3. Abide by the District's policies and Code of Conduct and shall be held accountable for violations of policies and the Code of Conduct while participating in the livestream.[4][5]

Students participating in the hybrid class off District property shall abide by attendance policies and procedures in place for remote instruction in order to be considered present for those hours during which they received instruction.[6]

Employees

At all times while engaging the hybrid class in livestreaming, employees on and off District property shall:

1. Be dressed in proper attire consistent with the District's dress code.[7]
2. Shall comply with the District's Responsible Use Policy, whether using a District device or a personal device.[3]
3. Conduct themselves in a professional manner consistent with appropriate and orderly behavior.[8][9][10]

Employees engaging the hybrid class in a livestream while off District property shall adhere to the assigned work schedules and procedures as outlined in administration regulations pertaining to working periods.[11]

Livestream of School District Events Open to the Public

This policy does not prevent employees, students, parents, and/or members of the public from livestreaming District events open to the public. Students, parents, employees, and members of the public should not have any expectation of privacy while attending public events; they may be captured and broadcast on a livestream just as they could at any other public or community event, or facility open to the public. However, District administrators may prohibit livestreaming at specific events hosted by the District on a case-by-case basis to comply with the law, to comply with contract terms, or to prevent a substantial disruption to the public event.

The Board prohibits livestreaming of copyrighted musical performances, theatrical performances, or any material or performance in violation of copyright law.[12][13]

Accommodations for Disabilities

The District must provide qualified individuals with disabilities equal access to their programs, services, or activities in part by ensuring that government websites have accessible features for people with disabilities. The Board directs that livestreams, depending on the use and as defined and authorized via this policy, be as accessible as reasonably feasible for students, employees, and members of the public with disabilities as their nondisabled peers. Such accessibility may include, but is not limited to, the provision of closed captioning.[14][15]

Student-Initiated Use of Livestream Video

The Board prohibits student livestreaming at any time during the school day, including while on District-provided transportation to and from school, or at any school-sponsored event that is not open to the general public, unless the building administrator has authorized the livestreaming by giving written consent.

Penalties for Violations

Violation of this policy, its administrative guidelines, and/or state or federal laws will result in discipline. Employees may be subject to discipline up to and including dismissal. Students may be subject to discipline up to and including expulsion.[4][5][8][9][10]

Legal

1. Pol. 216
2. Pol. 221
3. Pol. 815
4. Pol. 218
5. Pol. 233
6. Pol. 204
7. Pol. 325
8. Pol. 317
9. Pol. 317.1
10. Pol. 824
11. Pol. 332
12. 17 U.S.C. 101 et seq
13. Pol. 814
14. Pol. 103.1
15. Pol. 104
- 29 U.S.C. 701 et seq
- 42 U.S.C. 12101 et seq
- Pol. 318
- Pol. 800