

LAKE FOREST HIGH SCHOOL

Video Recording Guidelines

Video can be an exceptional educational tool that supports and inspires learning and allows students to express themselves in a medium other than reading and writing. With the power of this tool come responsibilities for its use. In order to comply with privacy and copyright regulations, individuals creating videos must adhere to the guidelines specified below.

The following guidelines are to be followed when using the video recording or editing equipment owned by Lake Forest High School.

- The video recording or editing equipment provided by Lake Forest High School is to be used on school related and sanctioned projects only.
- Only video recording equipment provided by Lake Forest High School should be used to record these activities. In the event that non-school equipment is authorized for use, the user must adhere to all guidelines expressed in this document.
- Consent must be obtained from anyone who is to be included in a recording.
- Before the recording takes place, the person being recorded should be made aware of the eventual distribution method (e.g. shown in class, posted on Internet, etc.) and the intended audience of the recording. There should be no hidden camera recording.
- The eventual product derived from the recording should conform to the distribution intent that was specified previously.
- Anyone being recorded must be aware that the recording is taking place.
- No one in any recording is to be identified by anything other than his or her likeness and first name. This includes any written explanation that accompanies the recording.
- If a recording is to be posted on the Internet it can only be posted on the LFHS website or video streaming site. The recordings cannot be posted on Facebook, YouTube or any other external video sharing service.
- Any work that is posted on the LFHS website or video streaming site must be free of all copyrighted material. This includes but is not limited to music, images, or other videos that might be components of the final product.