



# Dragon Mandarin Immersion School

## Video & Audio Recording Policy and Parent/Guardian Consent Form

### Purpose

Dragon Mandarin Immersion School recognizes that video and audio recording may enhance instruction, learning, and assessment within the classroom. At the same time, the school is committed to protecting the privacy rights of all students and staff.

Parents/guardians and staff members are provided with the opportunity to grant or decline permission for video and/or audio recording. This permission, or lack thereof, will remain in effect for the duration of the students' enrollment at Dragon Mandarin Immersion School unless a change is requested in writing by the parent/guardian or staff member.

No video or audio recordings created in the classroom will be distributed, published, or broadcast outside of the school without additional written permission from the parent/guardian or staff member.

### Definition of Classroom

For the purposes of this policy, a **classroom** is defined as any physical space, whether inside or outside the school building, where formal instruction takes place.

### Exemptions

This policy does **not** apply to video or audio recordings made pursuant to a student's **Individualized Education Program (IEP)** and/or **Section 504 Plan**, when the IEP or 504 team determines that such recording is necessary for the delivery of instruction.

### Activities Not Considered in a Classroom

The following activities and locations, whether held inside or outside the school building, are **not** considered classrooms under this policy:

- Co-curricular and extracurricular sports (both interscholastic and intramural)
- Musical performances
- Drama or theatrical performances
- Club activities and events
- Competitions for school organizations
- School assemblies (including spirit events or yearbook activities)

- Awards ceremonies
  - **Field trips and off-campus school activities**
  - Hallways and common areas where video recording is used for security purposes
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## Parent/Guardian Consent

**Student Name:** \_\_\_\_\_

As the parent/guardian of the student named above, I indicate my decision regarding permission for video and/or audio recording to be used **within the classroom for educational purposes only**.

I understand that this decision will remain in effect for the duration of my child's enrollment at Dragon Mandarin Immersion School unless I submit an updated consent form.

Please check **one**:

☐ **I give permission** for my child to be video and/or audio recorded for classroom educational purposes.

☐ **I do NOT give permission** for my child to be video and/or audio recorded for classroom educational purposes.

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**Parent/Guardian Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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