



DEPAUL UNIVERSITY

SCHOOL OF EDUCATION

Center for Educational Technology

Policy and Procedures for the Instructional Use of Audio- and/or Video-recording, and Photographs

Purpose: This document provides guidelines for the collection and use of audio- and/or video-recordings and photographs of teachers and students working in Pre-K-12 classrooms, of other professionals and/or of clients in counseling or any other educational settings, and of DePaul students in clinical settings for instructional use, including training, evaluation, and assessment purposes. The document specifies the responsibilities and requirements of DePaul faculty and students for collecting informed consent and minimizing risks to those who are audio- and/or video-recorded, or photographed, in any way, including the collection of informed consent from parents or guardians of minors. This document is designed to insure that anyone audio- or video-recorded, or photographed, by DePaul faculty and/or students is made aware of his or her rights to refuse to be audio- and/or video-recorded and photographed or provide materials for reproduction. Any reference in these Policies and Procedures to audio- and/or video-recording shall also apply to the use of photographs and the photographing of students.

DePaul Faculty Member Requirements

Policy:

- DePaul faculty members must review and sign this policy and procedures form annually. By signing this form, a faculty member indicates that he or she understands and agrees to adhere to these policies and procedures.
- DePaul students' use of audio- and video-recording can only be done in conjunction with a specific course assignments, requirements and Integrative Knowledge e-Portfolios (IKE).

Procedures:

- A DePaul faculty member will communicate to all DePaul students in his or her class(es) in which audio- and video-recording are part of course assignments these policies and procedures for audio- and/or video-recording persons. A faculty member shall document (i.e., have students sign the "Audio- and Video-recording for Instructional Purposes Agreement" form) that DePaul students have read and understand the policies and procedures for audio- and/or video-recording for instructional purposes, including the informed consent process and proper use of recording equipment and recorded materials. A faculty member shall retain a signed copy of his or her students' agreement forms for one year.
- DePaul students shall collect all "Parent/Guardian Consent" forms, and any letters of support from teachers and/or school/setting administrators, prior to the loaning of equipment and the conducting of audio- and/or video-recording.
- Equipment cannot be loaned until the "Parent/Guardian Consent" forms, and any letters of support from teachers and/or school/setting administrators, have been collected by the student. A DePaul student shall retain copies of the letters of support and signed consent forms for one year, or if used in an Integrative Knowledge E-portfolio (IKE) for the duration of time in which the recordings or photos are used.
- Any audio- and/or video-recording that is part of the collection of data for dissemination as a research project, and does not meet the criteria for a classroom-based project, or IKE, shall require Institutional Review Board approval before the data collection begins.

DePaul Student Requirements Prior to Audio- and/or Videotaping

Policy:

- Each DePaul student must read and sign the “Audio- and Video-recording for Instructional Purposes Agreement” form and return it to his or her DePaul faculty instructor.
- Each DePaul student must obtain appropriate letters of support from the schools and signed Parent/Guardian Consent” forms from the parents or guardians for all youth being audio- and/or video-recorded and/or from whom course-related materials are obtained.
- Any audio- and video-recording that is part of the collection of data for dissemination as a research project, and does not meet the criteria for a classroom-based project, shall require Institutional Review Board approval before the data collection begins.

Procedures:

- Each DePaul student must disseminate and collect: a) letters of support from the school or setting administrators and teachers, and b) “Parent/Guardian Consent” forms from parents or guardians of students or children under the age of 18. All signed consent forms must be collected by DePaul student prior to being issued any photography, audio- and/or video-recording equipment.
- DePaul students must be aware of the individual policies of each school they visit, as some schools have unique restrictions about photographing, audio- and/or video-recording.

During Recording Sessions:

- Before beginning to audio- and/or video-record, the DePaul student must inform all students, teachers, and other people in the classroom that he or she intends to audio- and/or video-record. Anyone who has not consented, or has not had his or her parent or guardian consent, to the audio- and/or video-recording shall be positioned in the room so that he or she is not audio- and/or video-recorded.
- DePaul students should make every effort to audio- and/or video-record persons from behind so that the focus of the recording is on the DePaul student’s instructional strategies and dispositions or the counselor’s clinical knowledge, skills, and abilities.

Use and Disposal of Audio- and Video-recordings:

- DePaul students are not to place audio- and/or video-recorded sounds or images onto any Course Management System (Blackboard, Desire2Learn, Digiication.) without proper consent.
- DePaul faculty members may require video files to be submitted via memory card, DVD, etc.
- Audio- and/or video-recorded sounds and images must never be shared with others via email or Internet sites (e.g., YouTube). To do so is a violation of these policies and procedures and the informed consent agreement with parents or guardians.
- Audio- and/or video-recorded sounds and images should be erased upon completion of the course for which the sounds and images are used for instructional purposes, unless the DePaul student has parental or guardian signed consent to include the recording in his or her professional e-portfolio.
- Any audio- and/or video-recorded sounds and images that are downloaded on a DePaul students’ professional e-portfolio must have all images blurred or manipulated by software designed for that purpose.

Return of Equipment:

- DePaul students must return equipment to the DePaul faculty member prior to completing the course and receiving a grade.
- DePaul faculty members must return all equipment to the Center for Educational Technology by the due date identified on the Equipment Request Form.

Please direct questions regarding students' use of audio- and/or video-recording and photography to cet@depaul.edu

Student/Faculty, keep this signed portion for your records.

I understand the *SOE Policy and Procedures for Students' Use of Audio- and/or Video-recording and Photography* and agree to adhere to them.

_____ Faculty

_____ Student

Print Name

Signature

Date