Video Privacy Questions: A Timeline

Below are privacy-related questions you will need to answer to throughout the video observation implementation timeline.

**GETTING READY TO IMPLEMENT**

**DEFINE:**
1. How will the video be used (e.g., PD, evaluations, coaching, library, etc.)?
2. Have you checked your local and state policies regarding video use in classrooms?
   - If there are policies in place, are your procedures and practices in line with the state or local policies?
   - Have you checked local collective bargaining laws and addressed local teachers unions accordingly?
3. Have you defined who will have access to the videos?
   - Will these videos be disseminated outside the school? The district?
   - Have you determined how videos will be stored securely?
4. Have you created consent forms?
   - For teachers (for purposes beyond the teachers own evaluation or professional development)?
   - For parents/guardians (standard media release forms, or forms for broader use)?

**COMMUNICATE:**
5. Have you shared policies and procedures governing use of videos, including collection, maintenance, usage and dissemination?
   a. Communicated policies with teachers and teachers unions?
      - If for district wide use, you will want union support before implementation.
   b. Communicated policies with school leaders?
   c. Communicated policies with parents?

**DURING IMPLEMENTATION**

**COLLECT:**
1. Have you collected and stored all permission or refusals to participate?
2. Teacher consent to use video for other purposes?
3. Parent consent (e.g., media release forms)?

**AFTER IMPLEMENTATION**

**REFINE:**
1. Does your school or district have a written plan outlining processes for monitoring compliance with its established policies and procedures?
   - How will you ensure that schools are following guidelines?
   - How will you deal with students whose parents don’t sign the release?
2. How will you review and evaluate the effective use of video in ongoing development?