



# 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?