

# WiloStar3D LLC Video, Audio and Screenshot Recording Policy

The recording of Wilostar3D Academy live class meetings, discussions, virtual worlds and other school-related activity or coursework is governed by this recording and screenshot policy. The WiloStar3D policy on recording balances the needs of students with disabilities, the intellectual property concerns of WioStar3D, its teachers, and most importantly, the privacy of its students. Recordings include video captures and recordings, video snippets, and audio recordings within the Wiloworlds platform and campus as well as recordings and screen shots within the course system. This also includes screenshots taken of Knowledge Towers, virtual world classroom areas and any themed virtual worlds students create as part of the learning process at the WiloStar3D Academy.

## **Classroom Recording by Students or Parents**

Federal law states that students with documented disabilities should be allowed to record classroom activity. WiloStar3D Academy will determine if recording a live Wiloworlds class meeting is an appropriate academic adjustment, auxiliary aid, and/or service with respect to each individual student's learning plan. Prior to the student or parent recording of any Wiloworlds activity, a student recording agreement must be signed by the parent and filed with the school. The student recordings must either be destroyed or stored with WiloStar3D Academy at the end of the semester. The student may not re-publish or share the recordings without the school's written permission in any format on any social media site, YouTube or other video sharing or hosting site, blog site or any site on the Internet or in any electronic format whatsoever. Recordings are to be used for the sole purpose of referring back to classroom instruction as part of the accommodations plan and stored on the student local hard drive only.

Students without documented disabilities may also request to record classroom activity. However, in such instances, WiloStar3D will have the sole discretion to determine if recording will be allowed and where it will be published. WiloStar3D also reserves the right to approve the video before publication. If the school permits the student/parent recording, the student and parent will need to sign the same recording agreement described above. A signed student/parent recording agreement must be filed with WiloStar3D prior to the student recording of any online classroom activity or virtual world activity. Unless otherwise explicitly agreed to by the school, the student recordings will be destroyed or stored by the school at the end of the semester.

Students enrolled in a virtual class where Wiloworlds or classroom activities are being recorded will be informed electronically prior to the first recorded class session.

The student virtual classroom or Wiloworlds recordings are to be used solely for the personal use of the student. WiloStar3D Academy prohibits the distribution of the virtual classroom recordings in any manner. Any alleged violations of the Wiloworlds Recording Policy is subject to a violation of the WiloStar3D Academy Code of Conduct.

## **Classroom Recording by Teachers and School Administrators**

Teachers and school administrators shall have the authority to record activity that occurs within Wiloworlds and their own classes for legitimate pedagogical and/or assessment purposes, including but not limited to the evaluation of students and/or teacher performance. When possible, the teacher should notify students that they will be recorded, and in no case shall the recording proceed without notifying the students in advance that they are to be recorded. Acceptable notification includes broadcasting a world message that this world and or class session is being recorded prior to commencing the recording. A screenshot of this statement must be captured prior to the recording.

## **Distribution of Recordings Made by Students — Permission, Downloading and Distribution**

If a student receives permission from the WiloStar3D Academy to record a class, distributing such a recording to any other person or using the recording for any purpose other than the student's own education is not allowed without express permission of the WiloStar3D Academy. Unauthorized downloading or distribution of all or any portion of a permitted recording may be deemed a violation and may be subject to suspension from the school.

Students and parents must submit requests for the recording of Wiloworlds through the online request form located at the link below.

### **Summary of what students and parents can and cannot record**

➡ Students and Parents have permission to:

- Use the integrated screen capture camera to take pictures of student Knowledge Tower projects and Wiloworlds Projects
- Use the screenshots for student portfolios and personal use only.

➡ Students and Parents Cannot

- Make any video or audio recordings of any live class meetings, Wiloworlds interactions, Wiloworlds virtual worlds, or any video productions, short or small, in any locations or any virtual worlds owned by Wilostar3D, without express written permission.
- Cannot post screenshots taken within WiloStar3D virtual worlds on any social media sites, personal blogs, Internet sites, or publications without express written permission.

The form for recording of Wiloworlds interactions or live class meetings shall be filled out for each and every instance a student or parent intends on seeking permission for. It's at the sole discretion of the school to grant recording permission for students without documented disabilities. The form may be located at <http://www.wilostar3d.com/recording-permission-form>