

## Photography/Recording Policy

The Center for Early Childhood Education (CECE) reserves the right to record the voice, image, and products of enrolled children and identify by name the children in connection with the recording for educational, publicity, archival, or any other purposes deemed suitable by the CECE administration, including presentations at conferences and lectures; promotional brochures; classroom documentations, blogs, portfolios, Smith College or CECE websites and other media. "Publicity" includes articles or publications by Smith College or the CECE, posting of recordings to Smith College or CECE web sites, and articles, recordings or publications by outside entities. An example of publicity by an outside entity is a community interest story about the CECE published by the Hampshire Gazette. Usually their stories are accompanied by photos of the Center, the children and staff. The Gazette's policy is to print the names of all persons in any published photograph.

Parents may sign an *Observation Agreement & Photograph/Video/Electronic Posting* form restricting permission for the CECE or any other party to record their child's voice, image, and products. The CECE will not record your child's voice, images, or products in any way, or permit any third party, including parents of enrolled children to record your child's voice, images, or products in any way if you choose to restrict the use of the recordings. Restrictions will also apply to classroom publications, class photos and other official school photos or publications.

Parents frequently ask if they may take photographs or videos in their child's classroom. We allow families to photograph or record videos only for personal use and with the permission of the Director. Families may sign an *Observation Agreement & Photograph/Video/Electronic Posting* form restricting permission to photograph or video their child. Families recording images on personal devices must check with the classroom teacher or an administrator to identify which children may not be photographed and must refrain from capturing images of those children. The CECE reserves the right to review any recordings or photographs and require that they be erased, if, in the sole opinion of the teacher, administrator or Director the recordings or photographs are inappropriate or capture a restricted image.

This policy does not apply to any research that may be conducted at the CECE. All research at Smith is governed by policies on research. See the [Office of Institutional Research](#) for more information.

Please sign below to acknowledge you have read this policy.

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Parent Signature

Date

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Date