TITLE: **AUDIO/VISUAL RECORDING AND PHOTOGRAPHING COLLEGE-SPONSORED EVENTS POLICY**

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: **November 8, 2012; April 14, 2009**

Luzerne County Community College reserves the right to authorize persons to photograph/record activities and events on campus, at off-campus sites, and at places where College-sponsored functions take place providing such photographing/recording is performed and utilized without malice to any individuals. This incidental photographing/recording includes events such as classroom scenes, commencement, sports events, audiences, in-service programs, luncheons, general campus scenes and similar activities.

Any individual who wishes to be omitted from such photos/recordings should make his/her request known to the President’s Office, his/her instructor (for classroom photos), the College Relations Director or the photographer/recorder.

Students and children under the age of eighteen (18) who will be directly recorded must have the permission of their parent or guardian; however, this permission is not required for incidental recording and photographing as defined above.

By allowing inclusion of one’s self in an authorized photograph/recording, the individual consents to such use of the photo/recording as the College deems appropriate, which may include but is not limited to marketing materials, online photo-sharing accounts and social networking sites. The College maintains ownership of all College photos and maintains the right to alter photos if necessary to meet publication standards. The College is not responsible for the use of College photos taken from online sources by other individuals or entities. The College expects that any staff or student with access to a College photo will not use it with malicious intentions and will follow all College policies with respect to code of conduct and ethical behavior. Any student or staff member who violates this policy shall be subject to disciplinary action in accordance with College policies and procedures and/or the appropriate bargaining unit agreement.

The use of video monitoring of public areas of the College campus and centers for safety and security purposes is governed by the Closed Circuit Television Video (CCTV) Policy.