



Tutor Photo and Web Policy

General Rule. Except when otherwise specified tutors, parents and visitors are not allowed to videotape, photograph, post on social media, or make audio recordings while on school premises, including that of elementary students, tutors, teachers and/or any visitors. All recording devices must be turned off at school. The purpose of this general rule is to foster an appropriate educational environment, and to prevent unwarranted disclosure of student images and information.

Public Events Exception. Public events are events where school premises are opened to the public or a segment of the public at the direction of the principal and/or READ USA administration. Public events include but are not limited to, awards, recognitions, and presentations. In the exercise of judgment and discretion, READ USA administration may also allow videotaping or photographing under other circumstances, provided that appropriate steps are taken to prevent unwarranted disclosure of student images contrary to their directory information opt-out election and to avoid disruption of the educational environment.

Web Content Posted by Tutors: Tutor and student photographs, drawings, and written work that are published on a web page, to include all social media, may NOT contain any personal information that can be linked to the student. The following procedures apply:

- Web pages which profile a student are prohibited. No web page shall contain a student's phone number, address, e-mail address, opinions, or other personal information.
- Students are not authorized to share or post personal photos and other profile information to public or school district websites.

This policy is in effect immediately. Policies of READ USA can be found at www.readusainc.com.

I have read and agree to follow the READ USA, Inc. Tutor Photo and Web Policy.

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I request a paper copy of the Tutor Dress Code Policy.

Tutor printed name:

Tutor Signature:

Date:

Assigned Elementary School:

Supervising Teacher Name: