**VIDEO RECORDING GUIDELINES**

**(updated August 2023)**

The purpose of video recorded assignments is to help facilitate your professional development. These videos help you grow, learn and reflect on your teaching. In addition, they help your professors support your professional growth as they are able to provide feedback on your teaching even though they aren’t with you in the classroom. In order to make sure we follow all of the guidelines of our school district partners for recording and using video, you must adhere to the following guidelines for video use.

**PRIOR TO RECORDING ANY VIDEO**:

**I understand that I must…**

1. ***Ask my mentor teacher if I have their permission and school administrators’ permission*** to record myself teaching for course assignments and internship assignments.
2. Ask if there are any students who are not to be recorded because they completed the school district’s media opt out form. ***Any students who opted out may not be on video under any circumstances.***
3. **Ask your Mentor Teacher if the school has a letter they use to inform parents of video recordings.** If they do, work with your MT to have this letter sent home to students. If they do not already have a letter template, provide the link letter (below) for the MT to send home to students (if required by the school and MT). **Please note that you need to fill in your personal/program information in the letter template.** [Click here for the Video Recording Letter Template.](https://cehd.gmu.edu/documents/internship/video-use-letter.docx)You will need to make a copy of the template before modifying for your use.
4. Make sure that any video or audio captured is:
	1. **Kept confidential** **and not shared outside of the intended uses** as a course assignment
	2. **Destroyed or deleted** once it is uploaded into a password protected system (Blackboard/Kaltura or GoReact).

**BEFORE/DURING VIDEO RECORDING:**

**I understand that I must…**

1. Make sure that no students are in area to be recorded who have completed the school district’s media opt out form.
2. Ask my MT to assist with recording if at all possible. If not, I should set the recording device up so that it captures primarily my teaching.
3. Do a quick pre-recording check to determine that the audio will be clear and that I will be easily seen.
	1. ***Go React Users:*** It is recommended that you either 1) use your laptop and record in the GoReact platform online or 2) use your mobile device and record in the GoReact app. Both of these will ensure the easiest uploading process. This also ensures that the video will not be saved on your devices.
	2. ***If you are NOT using GoReact***: You can record on your mobile device or laptop directly. It is imperative that you delete the copy of the video from your device as soon as it is loaded into the system request by your instructor (Bb or Kaltura).

**AFTER RECORDING VIDEO**

* No video should be retained on your laptop or mobile device. Delete videos once they are loaded into the secure platform requested by your instructor.

**GO REACT SUPPORT:**

<https://help.goreact.com/hc/en-us/categories/115000013583-Goreactcom>

1. Set up your account
2. Record directly from your laptop camera
3. Recording from the app on your phone (mobile)
4. Upload a video
5. Reviewing commenting on a video

<https://help.goreact.com/hc/en-us/categories/115000013583-Goreactcom>