

Photography & Videography Policies

Photography Policy

As of Fall 2012, the UCF College of Education and Human Performance will use the **UCF Model Release Form**. This form is used throughout the university and has been approved by UCF General Counsel. The UCF Model Release form includes the appropriate legal language that will allow us to store photos on online storage systems, as well as include images on social networking media. Please discontinue using the CEDHP FERPA form for photo release purposes.

For images to be used in any CEDHP online and print communication, permission must be obtained by the subject(s).

- UCF students are protected by FERPA, and photos are a source of personally identifiable information. Any student asked to pose for a photo must provide consent via a signed UCF Model Release Form.
- For children visiting the campus, parents must provide the CEDHP with permission via a signed UCF Model Release Form to use photos of their children in CEDHP communications. Using signed parent consent forms from another institution (i.e., a school district) does not transfer permission to UCF.
- Visitors of the CEDHP who are asked to pose for photos should complete a UCF Model Release Form.

Please submit the signed consent forms along with the photos/videos to the UCF Teaching Academy and College Outreach office when requesting images to be uploaded to the CEDHP website, social media, and college level print communications. Signed UCF Model Release Forms will need to be stored indefinitely. When program brochures or other communications are designed, programs may submit the consent forms to UCF Teaching Academy and College Outreach along with a copy of the brochure for storage purposes.

If photography is going to occur during large events, post photography/videography signs in highly visible areas to inform the audience. It's best practice to obtain signed consent forms.

Videography Policy

The use of copyrighted material: Whereas nationally adopted policies, such as the TEACH act and general fair use rules, allows for the limited use of copyrighted

material in a classroom setting, these liberties do not translate to projects that are used for promotional purposes (e.g., marketing videos, presenting research findings to the community, commercials, etc.). In order to facilitate the appropriate use of copyrighted material here are some guidelines.

- In order to use copyrighted material, you must obtain permission from the material's copyright holder (i.e., distributor, musician, artist). Material purchased from services like iTunes or Amazon is not permitted unless you have received permission from the copyright holder.
- Materials that can be distributed without permission include
 - Public domain works
 - Work made available from the commons or repositories
For example, www.creativecommons.org or www.plos.org
 - Works produced by the US government (unless contracted and/or owned by another entity)
 - One may purchase appropriate royalty free materials from sites such as revostock.com or istockphoto.com. These works are suitable for use as long as the recipient abides by the license of the work.
 - Some recommended sites that provide free, royalty-free materials include:
 - Sxc.hu (for images)
 - Freestockmusic.com
 - Stockfootageforfree.com
 - vimeo.com
 - www.123rf.com
 - www.mobygratis.com
 - freeplaymusic.com
 - www.jamendo.com

Promoting a Video – Before posting a video on CEDHP's website, social media, and YouTube, prior permission and release forms (talent and music) need to be submitted to the CEDHP Communications office. Please use the [UCF Model Release form](#) to obtain consent. Further, producer of such media must insure that college's name and trademarks are used in accordance with university's guidelines.

FERPA - UCF students are protected by FERPA. Due to federal legislations, students may not engage in videotaping or photographing other students without direct consent of the noted individual. Please obtain consent through the use of the UCF Model Release form.

Questions – Questions or issues of interpretation of this policy should be directed to

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