

## **Recording and Image Use Policy**

As an online educational institution, LGS embraces the power of digital platforms to conduct our wide array of synchronous social and educational activities. Utilizing platforms such as Big Blue Button, Meets, and Zoom, we are committed to offering an engaging, interactive, and comprehensive online learning experience. This policy outlines our approach to create audiovisual content in these activities to ensure quality and integrity in our offerings.

### **Scope of Recording**

To maintain and enhance the quality of our educational services, as well as to provide support and serve as evidence of our online interactions, LGS records all live classes, special activities, workshops, open houses, esports events, and any other activities conducted online that involve participation from parents or students, and can take pictures from these events. These audiovisual content are an essential part of our commitment to transparency, quality assurance, and the safety of our school community.

Personalized tutoring sessions may be recorded randomly. The teacher will inform the student if the session will be recorded, and the student can decide whether or not to have their camera on during the session.

### **Storage and Use of Audiovisual Content**

LGS may use the image rights of students/parents collected in photos and videos. All recordings and pictures made during the aforementioned activities are securely stored in our institution's database. The primary purposes of these audiovisual content include, but are not limited to, ensuring the quality of our educational content, providing support to our students and faculty, and serving as evidence of the educational activities conducted.

### **Publication of Audiovisual Content**

These recordings or pictures may be published on social media platforms or our website to showcase the vibrant life of our school, highlight student achievements, or for promotional purposes. Such publications will always be conducted with the utmost respect for the privacy and dignity of all individuals involved.

### **Consent and Camera Use**

The decision to activate the camera during tutoring sessions, special activities, or any recorded event rests with the student's legal representative. We respect the privacy and comfort levels of our students and their families, understanding that participation in video recordings is a personal choice.

## **Privacy and Security**

LGS is committed to the privacy and security of our students and their families. We adhere to data protection protocols to ensure that all recorded content is handled sensitively and securely. Access to these recordings is strictly controlled, and they are only used in ways that are consistent with this policy and the consent provided by the participants.