



Video Guidelines and Submission Process

General Guidelines:

1. Student created, produced, and edited videos should be less than 5 minutes in length. (2-3 minutes preferred).
2. Video content must relate to the appropriate unit essential question(s).
3. The use of images and music must comply with *Creative Commons* guidelines and U.S. copyright laws.
4. Pictures taken by students are encouraged. Any pictures used that include students must follow Archdiocesan Policy 1112.2.*
5. All videos posted at the school/parish level must be reviewed and approved following local guidelines.

Submission Process for Video Posted on Archdiocesan 175th Anniversary Website.

We would encourage students/teams to submit videos created as part of the 175th Anniversary Curriculum Project. All submissions will be reviewed and a small number selected to be posted on the Archdiocese of Milwaukee 175th Anniversary Website.

Content Requirements:

See Submission Application

Submission Timeline:

Videos will be reviewed in January and May.
Deadline for January Review: January 9, 2019
Deadline for May Review: April 19, 2019

Submission Directions:

Naming files:

School name, teacher name, number of video (in case you create more than one).
Example: st-margaret-mary-nelson-video1

Video files should be in one of the following formats: .mov; .mp4; .avi; .wmv

The Submission Application and video file should be submitted by clicking

<http://bit.ly/175th-video>.

***General Safeguarding Video Guidelines**

Who can be featured in the video? Only individuals under the age of 18 with written permission by a parent or guardian on file at the school can take part in the video. Adults, staff, and anyone over the age of 18 that are featured in the video also need to give written permission before taking part.

Can we use names, grades, etc. and personal information in our video? Yes, but only with verifiable, written consent from a parent or guardian on file prior to photographing, videotaping, or otherwise recording, copying, or distributing any personally identifiable information – including, but not limited to: a minor’s full name, home address, email, telephone number, photograph, video recording, audio recording, creative work or any other form of content that would allow someone to identify or contact the minor or individual.

Is it ok to use images of children of five or more without written consent if not identified or featured individually in any way? Yes. Pictures of minors posted in groups of five (5) or more, unidentified specifically (other than perhaps a general group or team), or singled out/featured in any way do not need written consent, although it is always preferred. When in groups of five or more, minors should not be identified by name; only by group (e.g., soccer team, 4th grade class).

What about children who are not in a formal school, i.e. Christian formation or homeschooling?

Most Christian formation programs require the same documentation as explained above. If not, regarding homeschooling or other instances, emailed consent by a parent or guardian can be accepted as a formal consent document.

To see all of the archdiocesan guidelines, please view our policy guide [here](#).