

APPROVAL DATE:	Approved by the Northern Oklahoma College Board of Regents March 11, 2020
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NOC Policy on Use of Photos and Video

Photos and video footage add significantly to the communication value of Northern Oklahoma College publications, videos, marketing, and websites. It is the college's desire to share the achievements and recognition earned by students with the broader community. This effort can be aided by the use of photos or video footage showing students involved in the classroom and college-related activities.

Model Release Form

While enrolled at NOC, a student acknowledges that NOC, without compensation, may use the student's image, likeness and other representation in any video, photograph, recording or digital file taken, recorded or obtained while attending or participating in any NOC-sponsored activity or event or in any public spaces across campus.

If a student needs to be recorded (visually or audio) or photographed and the situation does not comply with the specifications above, a model release form must be completed. The photographer will have a release form available in these situations.

Opt-Out Form

Unless notified in writing of an objection by a student of age 18, parent, or legal guardian, photographs and video footage of students and/or names may be posted in college-produced materials including printed publications, videos, advertising, marketing, websites, and social media.

If students do not wish photographs or videos of them to be used in these materials, they should complete a Photo/Video Opt-Out form, with a reference photo attached, and file it with the Office of Development and Community Relations. Please be aware that opt-out requests are valid for the current school year and must be renewed at the start of the next school year.

Circulation

In addition to inclusion in the [Northern Oklahoma College Course Catalog and Student Handbook](#), this policy will be added to the [Graphic Standards Guide](#). NOC will incorporate a statement that students must acknowledge in the application for admissions that allows NOC to use their image to promote the college.