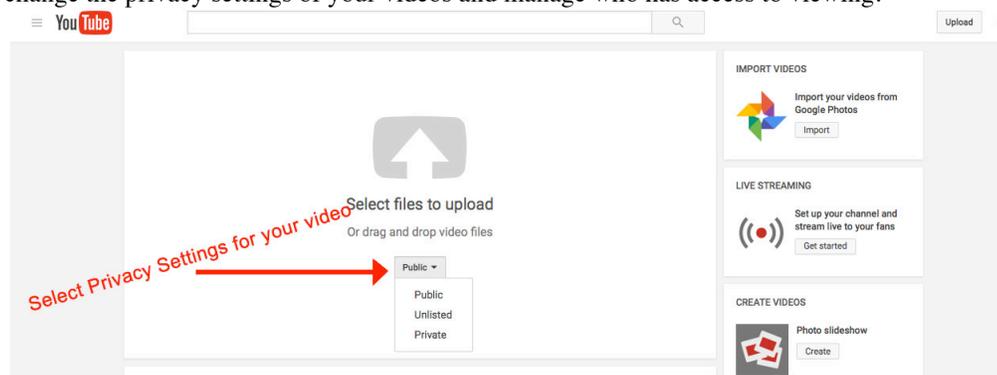


YOUTUBE: CHANGING THE PRIVACY SETTINGS FOR YOUR VIDEO

BEFORE UPLOADING YOUTUBE VIDEOS TO YOUR DISTRICT ACCOUNT:

1. REVIEW “YouTube Procedures: Google Apps for Education Clovis Municipal Schools” located in the Technology section of the Procedures page in the Employee Portal www.clovis-schools.org/Employees/Procedures/Procedures.html
2. You MUST OBTAIN the APPROVAL of your principal/department head to post videos.
3. VERIFY that any students depicted *do not* have a signed media opt out form on file. These are filed in the office of their school of attendance.
4. DO NOT post copyright content, including: Audio/music, images or video footage.
7. Contact the Technology Department for assistance or with questions: 769-4502 or ext. 4502

When you upload a video, by default it's set as a "Public" video, which means that anybody can view it. You can easily change the privacy settings of your videos and manage who has access to viewing.



Unlisted videos

Note: Your YouTube account needs to be in good standing to be able to create unlisted videos.

Making a video unlisted means that anyone who has the link to the video can view it. Unlisted videos don't show to viewers in the Videos tab of your channel page. Unlisted videos don't show up in YouTube's search results unless someone adds your unlisted video to a public playlist.

To share an unlisted video: Share the link with the people who want to have access to it, and they'll be able to see it. Unlike private videos, the people you share the video with do not need a Google account to see the video. Anyone with the link can also re-share it in a number of ways, such as simply forwarding the link. If you don't want to allow others to re-share your video, make it private.

Private videos

A private video can only be seen by you and the users you select. The video won't appear on your channel or search results and will be invisible to other users. You can manage the users you want to share a private video with.

1. Under the "Privacy Settings" drop-down menu, click **Share**.
2. Add names from your Contacts or the email addresses of the people with whom you'd like to share your video. They'll need a Google account to view your video.

If you've never connected your channel with Google+ or [confirmed your name](#) on YouTube, you can't share private videos with other users. If you have private videos that you previously shared with users, they'll continue to be visible by them. You can't modify the list of users who are able to view your private video, except to remove all users' access to the video.

Change privacy setting

While you're uploading the video, choose the setting in the "Privacy Settings" section.

If you've already uploaded the video, change the privacy settings by following the steps below:

1. Go to your [Video Manager](#).
2. Find the video you want to change, then click **Edit**.
3. In the "Privacy Settings" drop-down menu, choose your setting:
 - Public
 - Unlisted
 - Private
4. Click **Save changes**.

For more information about video privacy settings, visit: <https://support.google.com/youtube/answer/157177?hl=en>