

Use of Video Surveillance

1. Video surveillance equipment may be installed on District property, including in and around District buildings where there is a legitimate need for video surveillance to assist District administration in monitoring student behavior and maintaining safe and secure schools, as approved by the superintendent or designee. Equipment will not be used or installed in areas where members of the public, students and/or staff have a reasonable expectation of privacy, such as locker rooms, restrooms, etc. Video recording equipment may be in operation 24 hours per day on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
2. The District shall notify students, staff, and members of the public that video surveillance systems are present and that such persons are subject to video monitoring and recording at any time. Such notification will be included in school parent/student handbooks, displayed on the District's Web site, and signs will be prominently displayed in appropriate locations on the District property.
3. The use of video surveillance equipment on District property shall be supervised and controlled by the building principal or designee. The building principal or designee will identify an administrator to operate the system and maintain the recordings if necessary (those systems that are not saved to the District server). The use of video surveillance equipment at sites other than schools will be supervised and controlled by the superintendent or designee.
4. Designated staff assigned to the video surveillance system will be required to review and apply these regulations in performing their duties and functions related to operation of the system.
5. Audio shall not be a part of the video recordings made, reviewed or stored.
6. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable Board policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation.
7. The District shall provide reasonable safeguards including, but not limited to, password protection, well-managed firewalls and controlled physical access to protect the security system from hackers, unauthorized users and unauthorized use.
8. Video monitors shall be located in an administrative office or in the school's or District's central security office. Video monitors shall not be located in an area that enables public viewing.
9. The superintendent or designee will review the use and operations of the video surveillance system with each school on a periodic basis.

10. Video surveillance systems will be used in accordance with all Board policies and regulations and applicable law.

USE, STORAGE AND SECURITY OF RECORDINGS

11. Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates the criminal code, Board policies or regulations, and/or school rules.
12. Video recordings will be maintained in their original format for 15 school days after the date of the initial recording. After such period, the recordings will be erased, deleted or recorded over unless an incident has occurred in which a recording may be relevant to an investigation by the District or law enforcement, in which case, the recording will be maintained until the investigation and any resulting legal or disciplinary proceedings are finally concluded.
13. To ensure confidentiality, all storage devices that are not in use will be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used will be numbered and dated. Access to the storage devices will be limited to authorized personnel with a need to know.
14. Video recordings will remain the property of the District and may be reproduced only in accordance with applicable law and Board policy and regulations.
15. The supervisor of student records and reporting will act as the District's official custodian of student education records. This official will be responsible for determination of the records that will be maintained relative to student records and this policy.
16. The executive director for human resources will act as the District's official custodian of personnel records. This official will be responsible for determination of the records that will be maintained relative to personnel records and this policy.

VIEWING OF VIDEO RECORDINGS

Recordings considered for retention as part of a student's education record or a staff member's personnel record shall be maintained in accordance with established procedures governing access, review and release of such records.

Video recordings may become part of a student's education record or a staff member's personnel record.

Health or Safety Emergency

If, in taking into account the totality of the circumstances, the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, live or recorded video maintained as education records may be viewed by appropriate parties, including but not limited to dispatch officers, law enforcement units, fire department, public health officials, and trained medical personnel, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Video recordings maintained as education records of a student may be disclosed to teachers and school officials, including law enforcement unit officials who are designated as "school officials," who have legitimate educational interests in the behavior of a student.

Law Enforcement Unit Record

The District may employ a “law enforcement unit,” which, for purposes of this regulation, shall mean an individual, office, department, division or other school component of the District that is officially authorized or designated by the District to enforce federal, state or local laws or to maintain physical security and safety of the District. Records created by a law enforcement unit are not education records and may be disclosed to anyone, such as outside law enforcement authorities or school officials responsible for discipline, without parental consent. Law enforcement unit records will be maintained separately from education records.

VIEWING REQUESTS

Requests for review of video recordings that are considered a student education record or personnel record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff and/or District officials with a direct interest in the recording as authorized by the principal or superintendent. Only the portion of the video recording concerning the specific incident at issue will be made available for viewing.
2. Written requests for viewing may be made to the principal or superintendent within ten school days of the date of recording.
3. Approval or denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual.
4. Video recordings will be made available for viewing within three school days of the approval of the request.
5. Actual viewing will be permitted only at the school buildings or central administrative offices, unless otherwise required by law or authorized by the Superintendent or designee.
6. All viewing will include the building principal/superintendent or designee.
7. To the extent required by law, a written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, location videotaped and signature of the viewer.

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