

Use of Video Surveillance

1. Video surveillance equipment may be installed in and around district buildings where there is a legitimate need for video surveillance, as approved by the superintendent or his/her designee. Equipment will not be used or installed in areas where the public, students and/or staff have a reasonable expectation of privacy, such as locker rooms, restrooms, etc. The need may arise for the placement of covert video surveillance equipment, adhering to the aforementioned exceptions regarding placement of cameras. 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 the public that video surveillance systems are present. Such notification will be included in school parent/student handbooks and signs will be prominently displayed in appropriate locations throughout the district.
3. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building principal or his/her designee. The building principal or his/her 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 his/her 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 his/her 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.
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 stored for a minimum of 15 school days after the initial recording. If the principal/superintendent and/or designee know no reason for continued storage, such recordings will be erased.
13. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with Board policy and regulations and applicable law.
14. 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.

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 school-related sites including the school buildings or central administrative offices, unless otherwise required by law.
6. All viewing will include the building principal/superintendent or his/her 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 at school or central office and signature of the viewer.
8. Video recordings will remain the property of the district and may be reproduced only in accordance with applicable law and Board policy and regulations.

9. 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.
10. 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.

Adopted: 1-27-2015