

Category: 5000 - BUSINESS	Policy Number: 5270
Policy Title: Video Surveillance	Effective Date: February 15, 2005

The board authorizes the use of video surveillance equipment on district property and in school buses as part of a multifaceted approach to promote the safety and security of students, staff and visitors while at work or participating in school functions and to help protect school property. The district recognizes it must balance the rights of personal privacy with its duty to provide a safe site for learning and its responsibility to safeguard district facilities and equipment. It is anticipated that this policy will encourage individuals to demonstrate respect for themselves, others and their surroundings.

The implemented surveillance system should be designed and operated so that the privacy intrusion it creates is no greater than is absolutely necessary to achieve the system's goals. The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of a student's record, as determined by the district and in accordance with law.

Installation of camera systems is based upon need and funding. Video cameras will be utilized only as approved by the Superintendent or designee.

- Reference: Policy 5245, "Safety and Safety Inspections"
Policy 5260, "Vandalism Protection"
Policy 7480, "Staff Protection"
Policy 8070, "Code of Conduct"
Policy 8540, "Student Records and Directory Information"
Policy 8626, "Non-Discrimination in School Services"
Policy 8735, "Harassment"
Policy 8755, "Relationship Between School and Law Enforcement"

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Video Surveillance System Operation

1. The Board or its administrators may use video surveillance: 1) to monitor and protect district property; 2) to foster the safety and security of students, staff, and visitors while at work or participating in school functions; 3) in response to specific inquiries and proceedings relating to law enforcement; and 4) when warranted, for specific student discipline. Videotapes may not be used for any other purposes.
2. Video cameras will be utilized on school grounds and on buses as recommended by building administration and approved by the Superintendent. The district shall notify students, staff, and the public that video surveillance may occur on school property. Such notification will occur through incorporation in the school parent/student handbooks and through clearly written signs displayed near the main entrance of each school. Cameras may only be installed on buses with prior notice to drivers.
3. Video recording equipment will be installed prominently. Equipment should not monitor areas where the students, employees and public have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms. Video recording equipment may be in operation 24 hours per day.
4. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building Principal and/or School Resource Officer and on the school buses by the Superintendent or Transportation Supervisor. The building principal operates the system and maintains the recordings. Any further delegation should be limited and should include only administrative staff.
5. Video recordings should only be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to: incidents of property damage, theft, trespassing, personal injury, or student, staff or visitor altercations, etc.
6. Administrative staff and school resource officer 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. All staff and students shall be made aware of the board's video surveillance policy. The regulations shall be incorporated into training and orientation programs. It shall be the responsibility of the Superintendent and school administration to review and update the regulations periodically.
7. Audio shall not be a part of the video recordings made, reviewed, or stored by district staff.
8. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with district standards.
9. The district shall provide reasonable safeguards including but not limited to password protection, well managed fire walls and controlled physical access to protect the surveillance system from hackers, unauthorized users and unauthorized use.
10. Video monitors shall be located in administrative offices at the school. Video monitors shall not be located in an area that enables public viewing. Parental requests to inspect video surveillance must be made in writing.
11. Video surveillance equipment will be used in accordance with all District Board Policies including the District's Nondiscrimination Policy.

Storage/Security

1. Video recordings will be stored for a minimum of five school days after initial recording, where upon if the principal and/or designee know no reason for continued storage, such recordings will be released for erasure. The vehicle for storage will be dependent upon the type of system installed, which could vary from school to school and with the introduction of new technology.
2. Video recordings held for review of property or student incidents will be maintained in their original form pending resolution. Recordings will then be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's record in accordance with established procedures and applicable law.

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Requests To View Video Surveillance

Requests to review video recordings shall comply with all applicable state and federal laws and with Board Policy. All requests for review of video recordings that are considered an educational 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 and/or district officials with a direct interest in the proceedings as authorized by the principal and only the portion of the video recording concerning the related specific incident will be made available for viewing.
2. Written requests for viewing may be made to the principal within five school days of the date of recording.
3. Approval/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 request approval.
5. Actual viewing will be permitted only at school-related sites including the school buildings, or district office.
6. All viewing will include the building principal or his/her designee.
7. 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 the law, including applicable Board policy and regulations.

Student Records

1. Video recordings may become a part of a student's educational record. The district shall comply with all applicable state and federal laws and district Board Policies related to record maintenance and retention.
2. Parents/students and the public will not be specifically notified when a video camera is in use.

(This page must be printed on the back of 8540F)

Category: <p style="text-align: center;">8000 Students</p>	Procedure or Form Number: <p style="text-align: center;">5270 F #1</p>
Policy Title: <p style="text-align: center;">Request to Inspect Video Surveillance Recordings</p>	Effective Date: <p style="text-align: center;">February 15, 2005</p>

Please read the information on the back of this form.

We the undersigned as parents or legal guardians, student age eighteen (18) or older, request to inspect the video surveillance tape of:

Incident:

Date of Tape:

School:

We/I request to inspect these records on _____ (date).

Signature: _____

Signature: _____

Date of Request:
