

Greater Albany SD 8J
Board Policy

Code: **ECAC**
Adopted: 4/28/14

Electronic Surveillance

The Board authorizes the use of security monitoring systems, to include video cameras, on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Security monitoring systems installed in district facilities shall conform to the standards set forth by the Technology Supervisor for security monitoring systems. If possible, all security monitoring systems installed should provide for online, streaming, and remote viewing access, output in better-than-average resolution and quality, and seek to be multi-purposed in their use and deployment.

Although security monitoring systems are in place to record activities both in and outside of the school building, no cameras will be positioned to monitor activities occurring in restrooms, locker rooms, designated clothes changing areas, staff lounges, nurse's station, or locations utilized by staff as a lactation break room.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property. All facilities will have standard district-provided signage stating that video surveillance is in use on premises, regardless of the factual basis of current use, to ensure that at no time persons are recorded without proper notification.

Students or staff in violation of Board Policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. The Board of Education or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline. The Board of Education or its administrators will not employ video surveillance systems in instructional observations on professional staff.

The Technology Supervisor shall be responsible for the management and auditing of the use and security of monitoring cameras, monitors; hard drive storage; computers used to store images; and all other video records. Only building administrators, and individuals authorized by the superintendent in accordance with policy, shall have access to video monitors, or be permitted to operate the controls. Viewing of video surveillance, and resulting recordings shall be conducted in a controlled area whenever possible. Video recordings should be reviewed on an "as needed" only basis.

Video recordings may be released to third parties or applicants in conformance with the provisions contained in applicable state and federal laws. The superintendent, administrator of the affected school, or supervisor of technology shall insure that a video electronic release form is completed before disclosing video surveillance electronic data to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation. Such release forms should include the individual or organization who is requesting the video electronic data, the date of the occurrence and when or if the video electronic data will be returned or destroyed by the authority or individual after use.

As part of the district's overall safety and emergency preparedness and Standard Response Protocol, virtualized online access for remote viewing of video surveillance systems in live mode, as well as video recordings, may be given to law enforcement, upon approval of the Superintendent.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

END OF POLICY

Legal Reference(s):

[ORS 30.864](#)
[ORS 192.420 - 192.505](#)
[ORS 326.565](#)
[ORS 326.575](#)

[ORS 332.105](#)
[ORS 332.107](#)
[ORS 336.187](#)
[ORS 342.850](#)

[OAR 581-021-0210 to -0440](#)
[OAR 581-022-1660](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).
In the matter of A.O., A Minor (March 28, 1988) (Superintendent of Public Instruction Ruling).

Cross Reference(s):

ECAB - Vandalism/Malicious Mischief/Theft