

Video Surveillance Equipment Procedures

Education Records

The district will comply with provisions of state and federal law regarding education records requirements including the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) as applicable to the district's use of video recordings. Video recordings which become a part of a student's education record will be maintained in accordance with established education record procedures governing access, review and release of education records.

Notification to Students and Parents

The district will include notice in parent/student handbooks that video surveillance equipment may be used on district property. The district will include as a part of its notification procedures that a copy of the district's video surveillance policy and procedures (ECAC and ECAC-AR) will be made available to all students and parents upon request.

Personnel Records

Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and collective bargaining agreements governing access, review and release of employee personnel records.

Notification to Staff

The district will include notice in staff handbooks that video surveillance equipment may be used on district property. The district will include as a part of its notification procedures that a copy of the district's video surveillance policy and procedures (ECAC and ECAC-AR) are available to staff upon request.

Storage/Security

All video recordings will be stored and secured to ensure confidentiality. Recordings will be stored a minimum of seven calendar days.

Video recordings held for review will be maintained in their original form pending resolution. The information will then be either erased or retained as necessary as a part of the student's education record and/or employee's personnel record in accordance with the established district procedures.

Use

Staff and students are prohibited from tampering with or otherwise interfering with video surveillance equipment.

Viewing Requests

1. Requests for viewing video recordings will be limited to district officials, including teachers whom the district has determined to have legitimate educational interests, involved parent(s) or student 18 or older, or others specified in state and federal law and accompanying regulations.
2. Requests for viewing may be made to the building principal within seven calendar days of the date of recording.
3. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
4. Approval/Denial for viewing will be made within seven calendar days of receipt of request and so communicated to the requesting individual(s).
5. Video recordings will be made available for viewing within five calendar days of the request approval.

Viewing

1. Actual viewing will be permitted at district-related sites only including the transportation office, schools, district office or as otherwise required by law.
2. A written log will be maintained of those viewing video recordings including date of viewing, reason for viewing, and the date the recording was made. The original log will be sent to the Human Resources Department and a copy will be kept in the building where the recording was made.
3. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district education records policy and procedures and district records policy, procedures and applicable collective bargaining agreements.