



Code: **EEACCA-AR**
Adopted: 1/12/99
Revised/Reviewed: 7/09/08; 4/04/12; 8/10/16

Use of Video Cameras for Student and Staff

Use

1. District authorized digital recordings may be used on district property and school transportation vehicles to ensure the health, welfare and safety of all staff, students and visitors to district property, riding in school transportation vehicles, and to safeguard district property, facilities and equipment.
2. District authorized digital recordings may be placed and used in areas that present safety and/or security risks to students, staff or property, are deemed appropriate by the superintendent or designee. Digital recordings will not be placed in restrooms or dressing rooms.
3. This policy does not prohibit the use of video equipment for professional development and /or educational purposes in classrooms, as allowed by law.
4. Tampering with or otherwise interfering with video camera equipment is prohibited.
5. Students or staff in violation of district policies, administrative regulations, school rules or civil or criminal laws shall be subject to appropriate disciplinary action. Referral to law enforcement agencies will be made as appropriate or as required by law.

Education Records

1. The district will comply with provisions of state and federal law regarding education records requirements including the Family Education and Privacy Act and the Individuals with Disabilities Education Act as applicable in the district's use of video recordings. Digital recordings considered for retention as a part of the student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records
2. The district will include notice in parent/student handbooks, the Student Rights and Responsibilities Handbook and district newsletters that digital cameras may be used on school transportation vehicles and on district property.
3. Students may be notified when digital camera is "on board" and in use on district vehicles or on district property.

Staff Records

1. Digital 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.
2. The district will include notice in personnel handbooks that digital cameras may be used on school transportation vehicles transporting students to and from curricular and/or extra-curricular activities and on district property.
3. Staff may be notified when video surveillance equipment is "on board" and in use on district vehicles or on district property.

Storage Security

1. All digital recordings pulled for review will be secured to ensure confidentiality.
2. Digital recordings held for review of student incident will be maintained in their original form pending resolution. The recording will then be either released for erasure or retained as necessary as a part of the student's behavioral record in accordance with the established district procedures.

Viewing Requests

1. Requests for viewing digital recordings must be made in writing and will be limited to the appropriate vehicle driver, transportation supervisor, school administrator, parent or guardian or student 18 years of age or older or others, including teachers who the district has determined to have legitimate educational interests, as deemed appropriate by the superintendent, principal or transportation supervisor and in accordance with state and federal law.
2. Requests for viewing may be made in writing to the superintendent, principal or transportation supervisor within five school days of the date of recording.
3. Requests for viewing will be limited to those parents or guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the superintendent, principal or transportation supervisor.
4. Only the portion of the digital recording concerning a specific incident(s) will be made available for viewing.
5. Approval/denial for viewing will be made within five school days of receipt of request and so communicated to the requesting individual(s).
6. Digital recordings will be made available for viewing within three school days of the request approval.

Viewing

1. Actual viewing will be permitted at the transportation office, schools, district office or as otherwise required by law.
2. All viewing will include the transportation supervisor and/or school administrator.
3. Video recordings remain the property of the district and may be reproduced only in accordance with law including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.