

Video Cameras in Schools **

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 to the district's use of video recordings. Video recordings that become a part of a student's education record will be maintained in accordance with established education records procedures governing access, review and release of education records.
2. The district will provide notice video cameras may be used on district transportation vehicles, in district schools and on district campuses during school and/or extracurricular activities through signs posted at each site.
3. Students will not be specifically notified when a video camera is in use, but general notice through signage will be posted at schools.

Staff Records

1. Video recordings considered for retention as part of an employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements, government access, review and release of employee personnel records.
2. Staff will not be specifically notified when a video camera is in use. Signs notifying all persons entering the school will advise of the use of cameras.

Storage/Security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The recording 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

1. Video cameras will be used in district schools as determined by district management staff.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

Viewing Requests

1. Requests for viewing video recordings will be limited to district officials working with teachers whom the district has determined to have legitimate educational interests, parent(s) or student(s) 18 years of age or older or others specified in state and federal law and accompanying regulations.
2. Requests for viewing may be made to the superintendent or designee within five school 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 five school days of receipt of request and so communicated to the requesting individual(s).
5. Video recordings will be made available for viewing within three school days of the request approval.

Viewing

1. Actual viewing will be permitted at district-related sites only, including the transportation office, schools, and/or district offices 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, the date the recording was made, vehicle videotaped, vehicle driver and the signature of the viewer.
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 personnel records policy, and applicable procedures.

Procedures for Use of Closed Circuit Television on Campuses

1. Close Circuit Television (CCTV) is being used on our campuses. Cameras are being used to monitor entrance/exit areas of our facilities, as well as monitoring common gathering areas. CCTV is only one tool being used to combat vandalism and promote safe learning environments. Efforts by staff and students to self-monitor behavior and to be aware of people on campus continue to be major components of a safe environment.

2. Each facility needs to designate a responsible party to monitor the recording operation of the CCTV system. That person should have a back-up person who is also trained to operate the system.
3. To ensure adequate records, recordings will be kept for 7 days before being deleted from the digital video recorder system.
4. Should there be an incident and a video is needed to help resolve the issue, the operator should preserve that video on the digital video recorder and create a backup DVD, if possible. Any copies made of the incident video should be kept in a secure location until resolution of situation and viewed only by authorized personnel. Upon resolution of situation, the video should be deleted and any unnecessary copies destroyed.