

<b>Use of Video Surveillance</b>	<b>F.27</b>
<i>Adopted: July 23, 2013 Revised: October 11, 2016</i>	

Statement of Purpose

While the District’s primary objective is to provide a safe and secure educational setting, it is committed to doing so while maintaining the reasonable privacy interests of students and staff. Therefore, the District reserves the right to use video-only cameras for any proper purpose as it so determines. The District expects that the use of video surveillance will encourage individuals to demonstrate respect for themselves and others and for their surroundings.

Areas to be Monitored by Video Surveillance

Any “public area” may be monitored by video surveillance. Areas on school grounds to be monitored include, but are not limited to: hallways; parking lots; administrative offices; gyms; libraries; classrooms; cafeterias; and athletic facilities. The District may also elect to use video surveillance in areas where monitoring has proven to be necessary as a result of threats, prior property damages, or other security incidents. The District shall at all times avoid the use of video surveillance in areas where students and/or staff retain a reasonable expectation of privacy, e.g. locker rooms and bathrooms.

Guidelines for School Officials with Access to the Video Cameras/Video Monitoring Areas

The District Superintendent shall designate school official(s) to monitor and review the video cameras and any recordings therefrom. When practicable, the school official(s) designated by the Superintendent will include the principal of the particular school or any other administrator with supervisory duties or responsibilities. The designated officials shall be responsible for managing and auditing the site use and the security of the cameras, monitors, and electronic images. Only the designated officials shall be permitted to access the video monitors and operate the video system controls. If the District so determines, other District employees may be allowed to view a video recording when necessary to aid in an investigation.

The Uses of Video Surveillance Recordings

The video recordings of the actions of students, staff, and others may be reviewed or audited by the designated official(s) for the purpose of determining compliance with school policies and procedures, as well as adherence to state and federal laws. Video recordings may be used for disciplining students, investigatory purposes, or for any other reasons related to the safety and security of students and staff as the District so determines. If deemed appropriate by the District and/or the appropriate designated official(s), further action may be taken by the District as a result of video surveillance activities, including, but not limited to, disciplinary actions and the reporting of criminal activity to the appropriate authorities.

If a video recording is accessed or viewed for any reason, the designated official(s) shall log such access according to requirements set by the District. The District will retain a video recording for thirty (30) days, after which time it shall be destroyed unless the District has determined there is a reason to retain it. If a video recording is retained by the District and used for a disciplinary and/or criminal investigation or for any other reason, it shall be labeled in a manner making it easily identifiable. Any video recording retained by the District shall be done so to the extent required by the provisions of the Family Educational Rights and Privacy Act ("FERPA"), which governs the access, review and release of student records.

#### Notice of Video Surveillance

The District shall make it a priority to inform students, staff and parents/guardians of the use of video surveillance on school property and on school buses as it deems appropriate. Notice may include, but is not limited to, posting on school property, school buses, at building entrances, and the inclusion of a copy of the Use of Video Surveillance Policy in student and staff handbooks.

#### Unauthorized Surveillance

The board expects all actions and activities associated with the school to be conducted within the confines of the law and with the best interests of students and staff in mind.

To (a) ensure compliance with state and federal privacy laws,(b) reduce the risk of stifling the free exchange of ideas, (c) shield young people from potential embarrassment, and (d) otherwise limit the disruption of the educational environment for students and staff, the district does not permit the audio or visual recording of communications or activities occurring in classrooms, offices, or common areas during the regular school day without prior written consent of a district administrator and upon such terms and conditions deemed appropriate by the district administrator. Any person who believes that that consent has been unreasonably withheld may appeal the decision to the superintendent of schools, whose decision shall be final.