

[INSERT SCHOOL NAME]

VIDEO SURVEILLANCE POLICY

In order to protect School property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Directors authorizes the use of video surveillance equipment on School property in School buildings and, if applicable, School buses. Information obtained through video surveillance may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings), or for other official School purposes.

The monitoring of actions and behavior of individuals who come onto School property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and School and student property. Video surveillance serves to complement other means being employed in the School to promote and foster a safe and secure teaching and learning environment. The Board recognizes that the use of video surveillance equipment does not replace the need for the ongoing vigilance of the School staff assigned by the School administration to monitor and supervise the School building. Rather, video surveillance serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The School administration is responsible for verifying that due diligence is observed in maintaining general School security.

The School administrator is responsible for determining where to install and operate fixed-location video surveillance equipment in the School. The determination of where and when to use video surveillance equipment will be made in a nondiscriminatory manner. Video surveillance equipment may be placed in common areas that do not violate the reasonable expectation of privacy in the School building (e.g., hallways, entryways, the front office, areas where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries, and classrooms), the School parking lots, and other outside areas, and, if applicable, in School buses. The School administrator may authorize staff members to carry and use portable video cameras owned by the School.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to the School to notify people that their actions/behavior are being monitored/recorded. Additionally, the School administrator is directed to annually notify parents and students via School newsletters, the School website or the Student Handbook of the use of video surveillance in the School.

If a recording is directly related to a student and the School maintains the recording to be used in any official School purpose (such as, but not limited to, injury reports, violations of School policy, or violations of local, state, or federal law), such recording will become an educational record of that student. Disclosure of or access to these recordings may only be made pursuant to State law and FERPA. Whether a recording is directly related to a student or not is determined on a case-by-case basis. The United States Department of Education provides guidance on factors to consider when determining whether a recording is directly related to a student. Should a recording be directly related to multiple students, it will become an educational record of each student so long as the recording is maintained by the School for some official School purpose. The video will not become part of the educational record of students who happen to be in the background of any recording.

Parents or guardians of minor students, and students who are eighteen (18) years of age or older, may view relevant portions of any video recording that is determined to be an educational record of that student, upon written request to the School administrator, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). In the instance that a recording becomes an educational record of multiple students, the School administrator will attempt to segregate clips of the recording to be maintained as separate files in each individual student's file. Should this be impossible or should doing so ruin the context or purpose of the recording, then each student's parents/guardians, or the student if 18 or older, should be allowed to inspect and review, or be informed of, the entire recording even though it directly relates to other students. The School is not required to, and will not, absent a court order or subpoena, provide copies of any recording directly related to a student.

The School shall maintain video surveillance recordings for a limited period, consistent with the Board's Record Retention Policy. Only recordings that are determined to be an educational record for a student will be maintained consistent with the Record Retention Policy, all other recordings will not be maintained and may be recorded over or deleted.

This policy does not address or cover instances where School officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or board meeting), or an isolated instance where a classroom is recorded for educational or research purposes. Authorized video recording for educational, instructional and/or research purposes is permitted with prior approval from the School administrator and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this Policy and any related guidelines established by the School administrator or the Board. The Board will not accept or tolerate the improper use of video surveillance equipment and will take appropriate action in any cases of wrongful use of this policy.