

MANAGEMENT SUPPORT

Video Security on School District Grounds or Property

Camera Location, Operation and Control

Video cameras may be used in any location where there is no reasonable expectation of personal privacy, as deemed appropriate by the superintendent. Video images therefrom, whether live, stored, or archived, will be accessible only to those authorized by the superintendent for the purposes stated.

- The district will notify staff and students through student/parent and staff handbooks, and by prominent site signage, that video surveillance may occur on district property.
- Cameras will be operated continuously. All recorded images are the property of the school district.
- Cameras will monitor common areas but will not monitor the inside of changing rooms, locker rooms or restrooms. Security cameras are not placed in typical classrooms, except the gym, weight room, and auditorium. Cameras in the gym, weight room, and auditorium will not typically record during the school day unless deemed appropriate by the building principal or superintendent during assemblies or other large group meetings.
- Video security cameras will monitor and/or record only video images. In accordance with federal and/or state laws, audio will not be monitored or recorded by video security cameras except on school buses.
- Students or staff in violation of Board policies, administrative regulations or directions, building rules, or law will be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.
- Video recordings may become a part of a student's educational record or a staff member's personnel record in cases of discipline or other appropriate cause. The district will comply with all applicable state and federal laws related to record maintenance and retention.
- Routine storage of routine images gathered by video cameras, stored beyond 30 calendar days, will be only in cases where the superintendent or designee has identified the content of the images as vital to an investigation in connection with health, welfare, and safety matters, as requested by law enforcement, or at the direction of risk management authorities, or subject to a court order.
- Only personnel authorized by the superintendent will install or adjust video security cameras or related equipment.
- From time to time, the superintendent, or a designee, may authorize temporary access to camera images and/or stored images for the specific purpose of technical assessment or adjustment of the system. Except for very limited technical purposes in connection with performance of such work for the District, images from such technical service activities will not be retained by any vendor for any other purpose or use.
- Video surveillance will not be used for evaluative observations of instructional staff.
- Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to district policies, procedures, and work rules.

Date: 11/16/2017