



Video Surveillance Equipment

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Revised:

PREAMBLE

The district authorizes the use of external video surveillance equipment on school grounds as part of a multifaceted approach to protecting the safety and security of students, staff and property. The district recognizes it must balance the rights of privacy of students and staff with its duty to provide a safe site for learning and to safeguard district facilities and equipment. Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

The implemented surveillance system should be designed and operated so that the privacy intrusion it creates is no greater than is absolutely necessary to achieve the system's goals. Installation of camera systems on the outside of school buildings is based upon need and funding. Ongoing vandalism and theft data will be analyzed to determine such need. Internal cameras will not be considered at the present time.

The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with law.

SYSTEM OPERATION

1. Video cameras will be utilized on school grounds as approved by the Superintendent. The district shall notify students, staff, and the public that video surveillance may occur on school property. Such

notification will occur through incorporation in the school parent/student handbook and through clearly written signage prominently displayed in appropriate locations.

2. Video recording equipment will be installed on outside grounds only and no concealed cameras will be installed. Equipment should not monitor areas where the public and employees have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms. Video recording equipment may be in operation 24 hours per day.
3. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building principal. The building principal designates an administrator who operates the system and who maintains the recordings. Any further delegation should be limited and should include only administrative staff.
4. Video recordings should only be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include but are not limited to: incidents of property damage, theft, trespassing, personal injury, etc.
5. Administrative staff assigned to the video surveillance system will be required to review and apply these regulations in performing their duties and functions related to operation of the system.
6. Audio shall not be a part of the video recordings made, reviewed, or stored by district staff.
7. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with district standards and may include, but is not limited to written reprimand, suspension, demotion or dismissal depending upon the nature and severity of the situation.
8. The district shall provide reasonable safeguards including but

not

limited to password protection, well managed fire walls and controlled physical access to protect the surveillance system from hackers, unauthorized users and unauthorized use.

9. The regulations shall be incorporated into training and orientation programs. The regulations should be reviewed and updated periodically.

10. Video monitors shall be located in an administrative office at the school and in the district's central security office. Video monitors shall not be located in an area that enables public viewing.

11. The Assistant Superintendent of Secondary Education will review the use and operations of the video surveillance system with each school on a periodic basis.

12. Video surveillance equipment will be used in accordance with all District Board Policies including the District's Nondiscrimination Policy AC and its corresponding Regulation, AC-R and the District's Searches Policy JFGA.

STORAGE/SECURITY

1. Video recordings will be stored for a minimum of ten school days after initial recording, where upon if the principal and/or designee know no reason for continued storage, such recordings will be released for erasure. The vehicle for storage will be dependent upon the type of system installed, which could vary from school to school and with the introduction of new technology.

2. Video recordings held for review of property or student incidents will be maintained in their original form pending resolution. Tapes then will be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's behavioral record in accordance with established district procedures and applicable law.

3. All tapes or other storage devices that are not in use should be

stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used should be numbered and dated. Access to the storage devices should be possible only by authorized personnel. Logs should be kept of all instances of access to, and use of, recorded materials.

VIEWING REQUESTS

Requests to review video recordings shall comply with all applicable state and federal laws and with Board Policy JO, Student Records and Regulation JO-R, Student Records and Board Policy KBA, Public's Right to Know and Regulation KBA-R, Guidelines for Responding to Public Requests for Information.

All requests for review of video recordings that are considered an educational record and/or personnel record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students and/or district officials with a direct interest in the proceedings as authorized by the principal and only the portion of the video recording concerning the related specific incident will be made available for viewing.
2. Written requests for viewing may be made to the principal within five school days of the date of recording.
3. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual.
4. Video recordings will be made available for viewing within three school days of the request approval.
5. Actual viewing will be permitted only at school-related sites including the school buildings, or central administrative offices.
6. All viewing will include the building principal or his/her designee.
7. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, location at school or central office, and signature of the viewer.

8. Video recordings will remain the property of the district and may be reproduced only in accordance with law including applicable Board policy and regulations.

STUDENT RECORDS

1. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws and district Board Policies related to record maintenance and retention.
2. The district shall notify students and staff that video surveillance may occur on school property. Such notification will occur through incorporation in the school parent/student handbook and through signage in appropriate locations.
3. Parents/students and the public will not be specifically notified when a video camera is in use.

LEGAL REFS.:

20 U.S.C. §1232g
(Family Educational Rights and Privacy Act of 1974)
C.R.S. 24-72-201 Colorado Open Records

CROSS REF.:

ECA, Buildings and Grounds Security
JO, Student Records
JO-R, Student Records
AC, Nondiscrimination
AC-R, Nondiscrimination
JFGA, Searches
KBA, Public's Right to Know
KBA-R, Guidelines for Responding to Public Requests for Information

End of File: ECA-R