

VIDEO AND AUDIO MONITORING

1.0 Video surveillance may be utilized in schools, on school property, and on transportation vehicles provided by the District. Cameras may be equipped with audio recording capabilities as well. Such records shall be created and maintained by the Safe and Secure Environments department for the purpose of maintaining the physical security and safety of the District.

2.0 Notification will not be provided when a recording device has been installed or is being utilized in a specific vehicle or building. Conduct and comments in publically accessible places on District property (e.g., school hallways, buses, athletic facilities, etc.) may be recorded by video and audio devices.

3.0 Recordings may be used in the investigation of incidents or conduct that leads to a disciplinary action against a student or staff member and as evidence to support disciplinary consequences as warranted, up to expulsion of students from school and dismissal from employment for staff. Recordings may be available to appropriate law enforcement authorities and used to prosecute crimes against property, students, and staff. Recordings will be made available as appropriate to school administration and law enforcement, or as otherwise required for disclosure by subpoena.

4.0 Parents/guardians or students who wish to view a video, listen to an audio recording, or receive a copy of a recording shall submit a written request within seven days of the event/incident being recorded to the Director of Safe and Secure Environments. The District is unable to honor requests made after seven days. Staff members shall inform the requesting party of the deadline to request a copy of the recording.

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5.0 Inspection requests may be denied if disclosure of the recording is likely to compromise the District's ability to maintain safe and secure environment, including on its vehicles, if the recording arguably constitutes a student educational record protected by state or federal confidentiality laws, or if applicable law permits or requires that the recording be withheld from disclosure.

6.0 The District Safe and Secure Environments department owns all video and audio surveillance records and is the only unit authorized to copy and distribute those recordings.

7.0 Notification of this policy will be provided through building handbooks, and signs shall be posted on District property and in District vehicles to notify third parties that video and audio recording devices may be in use.

8.0 Recording of teacher instruction for the purpose of completing a performance evaluation is not intended to be covered by this policy and shall not be permitted except as provided by state law or the terms of the master agreement for licensed personnel. Recording of students for the purpose of their educational programming is not intended to be covered by this policy.

LEGAL REFERENCE:
34 C.F.R. 99.8