

**VIDEO SURVEILLANCE ON SCHOOL PROPERTY
ADMINISTRATIVE PROCEDURE**

A. Camera Monitoring

1. Cameras may be monitored at any time by school administrators, and appropriate personnel responsible for ensuring the cameras are in proper working order.
2. In situations when the School Department's Crisis Response Plan is implemented, the Superintendent may grant permission to the law enforcement officials to view the recording.

B. Viewing of Video Recordings by School Personnel

1. School administrators are authorized to view video recordings. Other school personnel may be authorized to view recordings by the Superintendent or a school administrator if there is a legitimate educational reason for doing so, or to maintain safety, and order in and around school property.
2. Any video recording used for student disciplinary purposes will be retained as part of the student's education records and shall not be disclosed except as authorized by FERPA and Board policy.
3. A written log will be maintained of those viewing recordings including the date of viewing, reasons for viewing, the date the recording was made, and the camera location.

C. Viewing Requests by Parents/Guardians

1. Parents/guardians or eligible students (18 years or older) may request to view portions of video recordings used as a basis for disciplinary action against a particular student.
1. An appropriate time will be scheduled for the parent/guardian and/or student to view the relevant portion(s) of the video recording in the presence of a school administrator.

D. Storage and Security of Video Recordings:

1. All video recordings will be stored in a secure location to insure confidentiality.
2. Recordings that are not needed for an ongoing investigation will be erased on a regular basis (generally on a 60 day schedule).
3. Recordings pertinent to the resolution of a disciplinary matter will be maintained in their original form until the matter is resolved. If disciplinary action is not taken, the recording(s) will be erased on the regular schedule.

Cross Reference: EEAEFA – Video Surveillance on School Property

Adopted: October 2006

Revised: August 2012