

## **PROPER & ACCEPTABLE USE OF SURVEILLANCE CAMERAS FILE: ECAF-R1**

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### **Use of Video and Audio Monitoring**

#### **Placement and Notification**

1. The superintendent, principal, or designee may authorize the installation of video/audio surveillance equipment in and around schools, district buildings, and school transportation vehicles.
2. Video/audio surveillance equipment will not be used or installed in areas where the public, students and/or staff have a reasonable expectation of privacy, such as locker rooms and restrooms.
3. Video/audio surveillance equipment may be in operation 24 hours per day on a year round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
4. Video monitors shall not be located in an area that enables public viewing of the surveillance.
5. The district shall notify students, staff and the public that video/audio surveillance systems are present. Such notification will be included in staff and student handbooks.
6. Specific notification will not be provided when a recording device has been installed or is being utilized in a school vehicle or building.

#### **Use**

1. The use of video surveillance equipment on school grounds shall be supervised and controlled by the Superintendent's designee. The use of video surveillance equipment on school vehicles shall be supervised and controlled by the Superintendent's designee. The use of video surveillance equipment at sites other than schools or school vehicles will be supervised and controlled under the direction of Superintendent's designee.
2. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable Board policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation.
3. The Superintendent's designee will review the use and operations of the video surveillance system within each school on a periodic basis.
4. Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates state law, Board policies and/or school rules.

#### **Storage/Security**

1. The district shall provide reasonable safeguards including, but not limited to password protection, well-managed firewalls and controlled physical access to protect the video/audio surveillance system from hackers, unauthorized users and unauthorized use.

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2. Video/audio recordings will be stored for a minimum of seven (7) calendar days after the initial recording. After seven (7) days an additional 23 days of motion only video segments are retained. If the Superintendent's designee knows of no reason for continued storage, recordings will be erased.
3. If the Superintendent's designee determines that it is necessary or advisable to maintain recordings for further review such recordings will be maintained in their original form pending resolution of the incident as a bookmark for one (1) year. Recording media will then be released for erasure, copied for authorized released or retained in accordance with applicable law and Board policy.
4. Video/audio recordings held by the district as student education records and/or personnel records shall be maintained in accordance with applicable law.

### Viewing requests from third parties

The superintendent's designee will review requests for video recordings that are considered a student education record or personnel records in accordance with the following parameters:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff, and/or district officials with a direct interest in the recording as authorized by the Superintendent's designee. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.
2. All requests for copies of video/audio recordings by a court order will be honored. Copies requested by subpoena will only be honored in accordance with applicable law.
3. Requests for viewing may be made to the Superintendent's designee within six school days of the date of recording.
4. Approval or denial for viewing will be made within five (5) school days of receipt of the request and so communicated to the requesting individual. This time may be extended if issues legal or technical are identified by the Superintendent's designee.
5. Recordings will promptly be made available for viewing upon approval of the request.
6. Actual viewing by third parties such as parents and students will be permitted only at the Central Office unless otherwise required by law.
7. All viewing will include the designated district administrator or designee.
8. To the extent required by law, a log will be maintained and the viewing video recordings including the date and location of viewing, reasons for viewing, and the date the recording was made.
9. Recordings will remain the property of the district and may be reproduced only in accordance with applicable law and Board policy.
10. ACPS makes no guarantee that any requested recording will be available.

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