



ECAF - VIDEO SURVEILLANCE

USE OF VIDEO CAMERAS

The Board of Education recognizes its continuing responsibility to ensure the District's proper and efficient operation, to protect District property, to maintain and improve student discipline, and to ensure the health, welfare and safety of students, staff and other persons at District facilities, in and around District buildings, and on District transportation vehicles. Toward this end, the Board supports the administration's use of video cameras at District facilities, in and around District buildings, and on District transportation vehicles in accordance with this policy and governing law. The superintendent or superintendent's designee(s) shall select or otherwise approve such video cameras and related equipment prior to its acquisition.

Video cameras may be used to monitor and record students, staff and other persons at District facilities, in and around District buildings, and on District transportation vehicles on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities, buildings and/or transportation vehicles are in use. Video cameras may be rotated on District transportation vehicles at the discretion of the director of transportation services.

Video cameras shall not be used in restrooms, locker facilities or other areas where students, staff and/or other persons have a reasonable expectation of privacy. Video cameras shall only be used by the District to monitor and record visual information; they shall not be used to intercept, monitor or record oral communications or other audio information.

Students, staff and other persons are prohibited from the unauthorized use of, and from tampering with or otherwise interfering with, the District's video cameras and related equipment.

NOTICE

Notices shall be posted at appropriate locations where video cameras may be used at District facilities, in and around District buildings, and on District transportation vehicles that persons in such areas are subject to being videotaped at any time.

USE, STORAGE AND SECURITY OF VIDEO RECORDINGS

Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates the criminal code, District policies/regulations, and/or school rules.

Video recordings from District facilities and from in and around District buildings shall be maintained in their original form for at least seven (7) calendar days after initial recording. Video recordings from District transportation vehicles shall be maintained in their original form for at least three (3) school days after initial recording. After such periods the video recordings may be deleted, erased or recorded over unless an incident has occurred in which a video recording may be relevant to an investigation by District or law enforcement personnel, in which case the video recording shall be maintained in its original form until the investigation and any resulting legal proceedings and/or disciplinary action is finally concluded.

Video recordings shall be stored and secured to ensure confidentiality. The superintendent or security manager shall determine the District officials who may be granted unsupervised physical access to video recordings from some or all locations at District facilities, in and around District buildings, and/or on District transportation vehicles.

STUDENT EDUCATION RECORDS

The District shall comply with all laws regarding student education records applicable to video recordings. Video recordings considered for retention as part of a student's education record shall be maintained in accordance with established procedures governing access, review and release of such records.

VIEWING VIDEO RECORDINGS

Video recordings are and shall remain the property of the District. Video recordings may not be viewed by any person, including District officials granted unsupervised physical access to the video recordings, except as permitted or required by law and this policy. Authorization to view video recordings may be granted to individuals demonstrating a legitimate need to do so, as determined by the superintendent, security manager, or their designee(s), in accordance with governing law and, where applicable, District Policies GBJ and JRA/JRC.

Requests by individuals who are not authorized District officials under governing law or District Policies GBJ or JRA/JRC to view video recordings that were made at District facilities or in and around District buildings shall be presented in writing to the security manager or his/her designee within seven (7) calendar days after the date of the recording. Requests by individuals who are not authorized District officials under governing law or District Policies GBJ or JRA/JRC to view video records made on District transportation vehicles shall be presented in writing to the director of transportation services or his/her designee within three (3) school days after the date of the recording. Such written requests must include an explanation of why the requesting individual wishes to view the video recording(s) at issue.

Only the portion of the video recording concerning the specific incident at issue will be made available for viewing.

Actual viewing of video recordings will be permitted only at school buildings, in the transportation office, or in the Support Services Office Complex unless otherwise authorized by the superintendent or superintendent's designee(s), or unless otherwise required by law. All viewings will include the security manager, the director of transportation services and/or the building principal, or their designee(s).

To the extent required by law, a written log will be maintained of individuals viewing video recordings, including the date of viewing; reasons for viewing; date the recording was made; District facility and area of facility, District building and area in or around building, or District vehicle videotaped (plus name of driver); and signature of viewer(s).

Adopted by Board: April 22, 2008, effective July 1, 2008

Revised by Board: May 26, 2009, effective July 1, 2009

LEGAL REFS:

20 U.S.C. 1232g

C.R.S. 24-72-204

CROSS REFS:

GBJ, Personnel Records and Files

GCQF, Discipline, Suspension, and Dismissal of Professional Staff

GDQD, Classified Staff Guidance, Reassignment, and Discipline

JIC, Student Conduct, and subcodes

JK, Student Discipline, and subcodes

JRA/JRC, Student Records/Release of Information on Students

KI, Visitors to Schools