

ADD-1 SAFE SCHOOLS- MONITORING DEVICES ON SCHOOL PROPERTY- VIDEO SURVEILLANCE (VIDEO CAMERAS), CCTV (CLOSED CIRCUIT TELEVISION)

The Miami-Yoder School District JT-60 Board of Education agrees to allow the use of Video Surveillance to promote the safety and security of students and staff, the protection of district property, deterrence and the prevention of criminal activities and the enforcement of school rules.

DEFINITIONS:

Video surveillance is a term that refers to the video-digital components of multi-media surveillance.

GUIDELINES: VIDEO MONITORING ON SCHOOL PROPERTY

Camera Location, Operation and Control:

- School buildings, including classrooms, and grounds may be equipped with video monitoring devices.
- Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of threats, prior property damages, or security incidents.
- Cameras placed outside shall be positioned where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds and premises.
- Cameras **shall not be used** to monitor inside changing rooms, locker rooms, washrooms, or bathrooms.
- The Superintendent of Schools, in collaboration with the District's Technology Technician, shall be responsible to manage and audit use and security of monitoring cameras, monitors, hard drive storage, digital storage, and computers used to store images, computer diskettes and all other video records.
- **Only individuals authorized by the Superintendent of Schools**, in accordance with policy, shall have access to video monitors and video records made from the surveillance, or are permitted to operate the controls.

NOTIFICATION:

- All staff shall be made aware of the Miami-Yoder School District JT-60 Board of Education's video surveillance guidelines and practices.
- At each school or site where video surveillance is employed, the school principal or other site administrator shall inform students, staff, and parents at the beginning of each school year that video surveillance will occur throughout the school year and explain the purpose for such monitoring practice.

USE OF VIDEO RECORDINGS:

- A video recording of actions by students may be used by the Miami-Yoder School District JT-60 Board of Education or school district administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about the Miami-Yoder School District's property.
- The Miami-Yoder School District JT-60 Board of Education or its administrators **will not** employ the video surveillance in instructional observations on professional staff or use them as part of their evaluation of professional staff performance.

PROTECTION OF INFORMATION AND DISCLOSURE/SECURITY AND RETENTION OF ELECTRONIC VIDEO DATA (INCLUDES: DISKETTES, CD-ROM, ETC.)

- All video electronic data not in use shall be securely stored.
- All video electronic data that have been used for the purpose of this policy shall be numbered and dated and retained according to the camera location.

- The Superintendent of Schools and/or the principal of the affected school or area must authorize access to all video electronic data.
- Documentation shall be maintained, in the form of log entries, of all episodes of access to, or use of recorded materials.
- Video electronic data will be erased, normally on a monthly basis. Video electronic data that contains information used to make decisions directly affecting an individual, however, may be retained for a longer period of time, as needed.
- The Superintendent of Schools or principal of the affected school or area, shall ensure that a video electronic release form is completed before disclosing copies of video surveillance electronic data to appropriate authorities or third parties as may be required by law or court order. Such release form shall indicate the identity of the electronic data, the date of the occurrence and when or if the video electronic data will be returned or destroyed by the authority or individual after use.

DISPOSAL OR DESTRUCTION OF VIDEO ELECTRONIC DATA

- All recordings shall be disposed of in a secure manner.
- The district's Technology Technician shall maintain a log indicating the identity of the electronic data and the date of each disposal.

VIDEO MONITORS AND VIEWING

- Only individuals authorized by the Superintendent of Schools shall have access to video monitors while they are in operation.
- Video monitors shall be in controlled access areas wherever possible.
- Video records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.

DISCLOSURE

- The Superintendent of Schools may authorize the viewing of live athletic events captured on surveillance devices in a closed circuit setting which are occurring in school gyms or on school athletic fields, provided the video being transmitted is exclusively of the athletic event.

ACCESS TO PERSONAL INFORMATION

- An individual who is the subject of video monitoring has the right to request access to the recordings in accordance with the provisions contained under the Colorado Open Records Act or the Family Educational Rights and Privacy Act. The Freedom of Information Act only applies to federal agencies. However, the identity of other individuals shown in the recordings may be redacted as required by state or federal law.

ADOPTED: November 11, 2011