

**SUBJECT: USE OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT AND ON SCHOOL BUSES**

In order to promote school security and ensure a safe and effective learning environment, the Board authorizes the Superintendent to establish and maintain the use of surveillance cameras and recording equipment in its schools, on its buses, and/or on school grounds. District surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy." This authorization does not include the use of audio recordings for surveillance or security purposes except on school buses as noted below; however, such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

The Board authorizes the use of surveillance cameras having both video and audio capabilities on its school buses. Appropriate notice will be provided parents and students as follows:

- Parents will receive annual written notice
- Students will receive verbal notice at the beginning of each school year
- A written notice will be displayed prominently on each bus that uses video and audio recording

While free to seek input from others, including staff, students, parents, safety teams, etc., the Superintendent retains final decision-making authority regarding all aspects of the surveillance program. The Superintendent will notify the Board regarding surveillance procedures implemented and, as appropriate over time, of the effectiveness of the program.

Any recording used for surveillance purposes in school buildings, school buses and/or on school property, shall be the sole property of the District; and the Superintendent or his/her designee will be the custodian of such recordings. All recordings will be stored in their original form and secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations.

### **Requests for Viewing**

Requests for viewing a recording must be made in writing to the Superintendent or his/her designee and, if the request is granted, such viewing must occur in the presence of the District's designated custodian of the recording. Under no circumstances will the District's recording be duplicated and/or removed from District premises unless in accordance with a court order and/or subpoena.

In addition, to the extent that any recordings create student or personnel records, the District will comply with all applicable state and federal laws related to record retention, record maintenance, and record disclosure, including the Family Educational Rights and Privacy Act ("FERPA").

# POLICY

2016

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Non-Instructional/Business  
Operations

## **Signage/Notification Regarding Use of Surveillance Cameras in School Buildings, School Buses and/or on School Grounds**

Appropriate signage will be posted on school buses, at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of surveillance cameras. In addition, students, staff, and parents will receive additional notification through district publications as appropriate.

Adoption Date