# The Delta Academy Audio and Video Surveillance Policy

1. Use of Video and Audio Monitoring

The Board of Education recognizes that maintaining the safety and security of students, staff and district property is best implemented with a multifaceted approach. To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the Board. Video surveillance may be utilized in and around schools, on district property and on school transportation vehicles. Cameras may be equipped with audio recording capabilities as well. Video surveillance shall be in accordance with applicable laws pertaining to such use. The Delta Academy also shall comply with applicable law related to maintaining video recordings. The superintendent or designee is directed to develop regulations governing the use of video surveillance in accordance with applicable law and Board policy.

2. Exclusions

Video and Audio monitoring is not permitted in areas where there is a reasonable expectation of privacy. Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this policy and shall not be permitted except as provided by state law. Recording of students for purposes of their educational programming is also not intended to be covered by this policy. (Adoption date) LEGAL REFS.: 20 U.S.C. §1232g (Family Educational Rights and Privacy Act of 1974) 34 C.F.R. §99.1 et seq. (FERPA regulations) C.R.S. 24-72-113 (limit on retention of passive surveillance records) CROSS REFS.: GBEB, Staff Conduct (And Responsibilities) JIC, Student Conduct, and subcodes JK, Student Discipline, and subcodes JRA/JRC, Student Records/Release of Information on Students Use of Video and Audio Monitoring Placement and notification.

3. Rules and Guidelines

1. Video/Audio surveillance equipment may be installed in and around schools, district buildings and school transportation vehicles where there is a legitimate need for video surveillance, as approved by the superintendent or designee.

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.

5. Conduct and comments in publicly accessible places on district property (e.g. school hallways, cafeterias, libraries, customer service contact points, buses, athletic facilities, etc.) may be recorded by video and audio devices.

6. 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 and signs will be prominently displayed in appropriate locations throughout the district.

7. 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.

8. The Director of Security and Emergency Planning will review the use and operations of the video surveillance system with each school on a periodic basis.

9. 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 MDF/IDF rooms to protect the video/audio surveillance system from hackers, unauthorized users and unauthorized use. 2. Video/audio recordings will be stored for a minimum of 12 school days after the initial recording. If the Director of Security and Emergency Planning know no reason for continued storage, such recordings will be erased. 3. Video/Audio recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and Board policy. 4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in the District Security Office. All storage devices that have been used will be numbered and dated. Access to the storage devices will be limited to authorized security personnel. 5. Video/audio recordings held by the district as student education records and/or personnel records shall be maintained in accordance with applicable law and Board policy.

4. Viewing requests

Requests for review of video recordings that are considered a student education record or personnel record will be as follows: 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 Director of Security and Emergency Planning. Only the portion of the recording concerning the specific incident at issue will be made available for viewing. 2. Requests for viewing may be made to the Director of Security and Emergency Planning within 6 school days of the date of recording. 3. Approval or denial for viewing will be made within 1 school day of receipt of the request and so communicated to the requesting individual. 4. Recordings will be made available for viewing within 1 school days of the approval of the request. 5. Actual viewing by 3rd parties such as parents and students will be permitted only at District Security Office unless otherwise required by law. 6. All viewing will include the designated district administrator or designee. 7. To the extent required by law, a written log will be maintained of those viewing video recordings including the date and location of viewing, reasons for viewing, date the recording was made and the viewer's signature. 8. Recordings will remain the property of the district and may be reproduced only in accordance with applicable law and Board policy.