

# SECURITY CAMERA

## Purpose

The purpose of this policy is to outline the responsibility, decision-making process and regulations regarding the use of security cameras to monitor and record activity in public areas to improve safety and security at Slate Valley Unified Union School District.

## Scope

This policy applies to all staff, faculty, students, vendors, contractors, visitors and property of the Slate Valley Unified Union School District in the use of security cameras for monitoring and recording. These cameras shall not make audio recordings without prior approval from the Superintendent.

## General Principles

- A. The district shall annually notify its students, staff and their parents/guardians that security cameras may be in use on any school property and the district shall post signs at each building with security cameras.
- B. The use of security camera equipment on school grounds and on other district property shall be supervised and controlled by the Director of Operations or designee.
- C. The system can be used for live, day and night viewing of buildings and grounds by staff authorized by the Director of Operations.
- D. The use of video recordings from security camera equipment shall be subject to the other policies of the district, including policies concerning the confidentiality of student records. Video monitoring for security purposes will be conducted in a manner consistent with this policy and any applicable federal, state and local law. Personnel involved in video monitoring will be appropriately trained and continuously supervised in the responsible use of this technology. Violations of procedure referenced in this policy will result in disciplinary action consistent with the rules and regulations governing employees of the Slate Valley Unified Union School District.
- E. Video monitoring of public areas for security purposes will be conducted in a manner consistent with all existing Slate Valley policies, including the Non-Discrimination Policy, the Unlawful Discrimination and Harassment Policy and other relevant policies. This policy prohibits monitoring based on legally protected bases outlined in Slate Valley Unified School District's Policies on Non-Discrimination and Harassment, Hazing and Bullying (e.g., race, gender, sexual orientation, national origin, disability etc.)
- F. Security cameras shall be used only to promote the order, safety and security of students, staff and property and to assist school administrators in deciding upon appropriate disciplinary action.
- G. Under no circumstance will the school district use camera technology to monitor staff, faculty, students, vendors, contractors or other visitors' behavior unless there is a legitimate investigation and/or reasonable suspicion pertaining to conduct contrary to the law or school policy. Any such monitoring or review for legitimate investigation purposes shall be accompanied by a written complaint, report, memo, email or any correspondence as to the nature, scope and level of action to be taken. The Director of Operations or his/her designee will seek guidance from the Superintendent of Schools and legal counsel to ensure legal and policy compliance.

- H. Security recordings shall be maintained by the district for at least 30 days, after which time the recordings may be purged. If a recording becomes evidence in any kind of disciplinary proceeding, accident report, investigation or litigation, if notice of pending action has been filed with the district or if a recording otherwise takes on a status that would require a longer retention period according to the applicable retention schedule, the recording must be retained for the amount of time specified by the District's records retention schedule, or until all actions have been resolved, whichever time period is greater.
- I. Authorized officials (includes contracted School Resource Officers) of the District may access the recordings as needed to fulfill their professional responsibilities. Requests for access to any recordings shall be directed to the Director of Operations or his/her designee.

For security reasons and the safety of all students of the Slate Valley Schools, access to the security equipment and camera system needs to be limited. The superintendent shall create procedures pursuant to the implementation of this policy as defined below.

*Date Warned: April 11, 2019*

*Date Adopted: April 22, 2019*

*Legal Reference(s):*

*Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.*

*Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, US Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.*

Slate Valley Unified Union School District