

## **VIDEO SURVEILLANCE**

The Belle Fourche School Board authorizes the use of video surveillance equipment on Belle Fourche School District property and in school buses as part of a multifaceted approach to promote the safety and security of students, staff and visitors and to help protect school property. The District recognizes it must balance the rights of personal privacy with its duty to provide a safe site for learning and its responsibility to safeguard district facilities and equipment.

The implemented surveillance system will be designed and operated so that the privacy intrusion it creates is no greater than necessary to achieve the system's goals.

In dealing with surveillance of students, employees and facilities, the Board recognizes its obligation to provide appropriate levels of supervision in the interests of safety and privacy expectations are recognized in its duty to comply with the provisions of the Family Education Rights and Privacy Act (FERPA).

Video surveillance equipment may be used on school property only after prior approval by the Superintendent or his/her authorized designee.

### **Use**

Public notification signs will be displayed.

Video surveillance shall not be conducted on a continuous basis in locations where individuals have a heightened level of privacy. (*e.g.*, bathrooms, locker rooms). The Superintendent or his/her designee may authorize exceptions to this on the grounds that no other supervision option is reasonable and the need for surveillance outweighs the privacy interests of the student or other person likely to be observed.

### **Access and Security**

Only employees or agents who have been authorized by the Superintendent may install surveillance cameras. Only school officials who have been authorized by the Superintendent or Building Principal shall have access to the video equipment and recording systems. Video recordings shall be stored in a secure area.

### **Viewing of Video Recordings**

Video monitors should not be accessible or available for public viewing. Video recordings may only be viewed by school officials, agents or individuals authorized by the Superintendent or Building Principal.

**Use of Video Recordings for Disciplinary Action**

Video recordings may be used for student or employee disciplinary action. Video surveillance recordings involving students may be considered to be educational records under FERPA.

Requests to view video recordings must be submitted to the Superintendent or Building Principal in writing and must identify (1) the purpose for the request and (2) the date, time and location of the video requested. The Superintendent or Building Principal will review each request and will determine if access to the video recording will be granted.

**Retention of Video Recordings**

If a recording is used in the making of a decision about a student or employee, the recording should be kept for a minimum of one year.

**Supervision of Surveillance System and Recording.**

Each building principal is responsible for the proper implementation and control of the video surveillance system and recordings produced by the surveillance system.

**Legal Reference:**

Family Educational Rights and Privacy Act 20 U.S.C. §1232g; 34 C.F. R. Part 99

Adopted 03-09-15

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