

	ABERDEEN SCHOOL DISTRICT	NEPN Code: ECA-R
	POLICIES AND REGULATIONS	

Video Surveillance

The Aberdeen School Board authorizes the use of video surveillance equipment on Aberdeen School District property to enhance the safety of students and others on school premises.

In dealing with surveillance of students and employees, the Board recognizes both its obligation to provide appropriate levels of supervision in the interest of safety and the fact that students and employees have privacy rights that are reduced, but not eliminated, while under the supervision of the school. Thus video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

A video recording is subject to the provisions of the Family Education Rights and Privacy Act (FERPA).

Use

Video surveillance cameras may be used to monitor and/or record in locations authorized by the Superintendent or his/her designee.

Video surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., bathrooms, private conference/meeting rooms). The Superintendent or designee must authorize an exception to this on the grounds that no other supervision option is feasible and that the pressing need outweighs the privacy interest of the student or others. Surveillance of such locations may not be authorized on an ongoing basis.

Access and Security

Only designated employees or agents of the District will install surveillance equipment. Designated school officials with access to the surveillance system include school administrators, school employees designated by school administrators, and school resource officers. Video copies shall only be made via the request of the Superintendent or by law enforcement and may never be sold, publicly viewed, or distributed in any other fashion, except as approved for by this policy and/or relevant legislation.

Viewing of Video Recordings

Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school officials or agents responsible for the technical operations of the system.

Use of Video Recordings for Disciplinary Action

Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA. Parental consent must be given in order to disclose information contained on video recordings obtained through video surveillance, except to the extent that FERPA authorizes disclosure without consent. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, give rise to a concern for the safety of a third party or where protected from disclosure by law. All viewing requests must be submitted in writing to the office of the Superintendent.

Retention of Video Recordings

Surveillance video shall be maintained for a minimum of two weeks and then overwritten unless retained. Video recordings that are marked for extended storage will be archived in native format with a date and time stamp. These recordings will be available for a minimum of one year.

Emergency Use of Video Surveillance Systems Equipment

In the event of an active threat, first responders and other emergency personnel may be granted access to the surveillance system with the approval of the Superintendent or his/her designee. An active threat is an emergency, or other situation, reasonably appearing to pose an imminent threat to the safety and security of a school or other District property.

Review

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

This policy does not apply to the use of video for non-surveillance purposes, examples may include:

- academic use of cameras for educational purposes
- cameras used for journalistic purposes
- cameras used for capturing public events and performances
- webcams used for purposes of communication between specific persons

ADOPTED: AUGUST 12, 2019

LEGAL REFERENCE:

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