

## Video Surveillance Policy

The Thompson Board of Education recognizes the need to maintain appropriate conduct on school property and on school buses. Accordingly, the Board authorizes the installation of video cameras on school property and on school buses to aid in monitoring student behavior. The tapes from these cameras, which provide video coverage only, may be used to assist school administrators in deciding upon appropriate disciplinary action, or for other appropriate purposes as determined by the school administration.

### A. Video Surveillance Rules

1. The district shall annually notify its students, their parents/guardians, and its staff that video surveillance may occur on any school property, and the district shall post signs at each building with video cameras.
2. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or his/her designee.
3. The system can be used for live, day-time viewing, and/or night-time monitoring and surveillance of the buses, grounds, and buildings.
4. The use of video recordings from surveillance equipment shall be subject to the other policies of the District, including policies concerning the confidentiality of student and personnel records. Video recordings considered for retention as a part of a student's record will be maintained in accordance with established student record procedures governing their access, review, and release.
5. The Board or its administrators may use video surveillance for any legitimate educational or operational purposes, including but not limited to:
  - a) monitoring and protecting district property from vandalism or theft;
  - b) fostering the safety and security of students, staff, and visitors during or after school and/or while participating in school functions;
  - c) cooperating with specific law enforcement inquiries and proceedings where doing so complies with state and federal law; and
  - d) when warranted, investigating and/or remediating specific student disciplinary situations.
6. Authorized officials of the Board may access the videotapes as needed to fulfill their professional responsibilities.

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7. It will be the responsibility of the Superintendent and the school administration to periodically review and update the video surveillance policy and its regulations.

### B. Operation of the Video Surveillance System

1. Video cameras will be utilized in areas recommended by the building administration and approved by the Superintendent. The district will notify students, parents, and employees that video surveillance may occur on school property through including a video surveillance policy among its Board policies and in parent/student handbooks.
2. Video recording equipment will be installed prominently. Equipment will not be placed in areas where students, employees, and the general public have a reasonable expectation of privacy. Video recording equipment may be in operation 24 hours per day.
3. Building principals, other administrators, and other personnel working with the video surveillance system will be required to review and apply these regulations in performing their duties and functions related to operation of the system.
4. Staff and students are prohibited from unauthorized use of, tampering with, or otherwise interfering with video records and/or video camera equipment. Staff and/or students found to violate this regulation will be subject to appropriate disciplinary action, consistent with district policies and procedures.
5. The district will provide reasonable safeguards including, but not limited to, password protection and controlled physical access to protect the surveillance system from hackers, unauthorized users, and unauthorized use.
6. Video monitors will be located in the administrative offices at the school.
7. Video surveillance equipment will be used in accordance with all Board of Education policies.

### C. Storage and Security

1. Surveillance videotapes shall be maintained by the district for at least two weeks, after which time the tapes may be recycled. If a tape becomes evidence in any kind of disciplinary proceeding or litigation; if notice of pending action has been filed with the town clerk pursuant to Conn. Gen. Stat. § 7-101a(d); or if a tape otherwise takes on a status that would require a longer retention period according to the applicable retention schedule, the tape must be retained for the amount of time specified by the Board's records retention schedule, or until all actions have been resolved, whichever time period is greater.
2. Video records held for review of property or student incidents will be maintained in their original form pending resolution. Records will then be erased, copied for

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authorized law enforcement agencies, or retained as necessary as part of the student's record in accordance with established procedures and applicable law.

### D. Requests to View Video Surveillance

Review of video recordings will comply with all applicable state and federal laws and with Board Policy. Requests for review of video records that are not considered educational records will be reviewed by and granted within the discretion of the Superintendent, consistent with state and federal law. All requests for review of video recordings that are considered educational records will be treated as follows:

1. All viewing requests must be submitted in writing to the Superintendent within five (5) school days of the date of the recording. Requests for viewing will be limited to those parents/guardians and students with a direct interest in the proceedings and only the portion of the video record concerning the related specific incident will be made available for viewing.
2. Approval/denial for viewing will be made within five (5) school days of receipt of the request and so communicated to the requesting individual by the Superintendent or his/her designee.
3. All viewing will include the building principal or his/her designee, and will take place in the school's administrative offices.
4. A written log including the date of viewing, reasons for viewing, the date the recording was made, and signature of the viewer, will be maintained of any persons viewing video records.
5. Video records will remain the property of the district and may be reproduced only in accordance with the law, including applicable Board policy and regulations.
6. Time lines may be altered for requests for viewing which arise at the end of a school year or prior to vacation periods.
7. In the event that any of the above is inconsistent with state or federal law, state or federal law shall control.

### E. Student Records

Video surveillance records may become a part of a student's educational record if the student is personally identifiable and the video is maintained with regard to that student. The district will comply with all applicable state and federal laws and Board policies related to record maintenance and retention.

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**Legal Reference:**

Connecticut General Statutes § 10-221

Connecticut General Statutes § 14-200 *et. seq.*

Connecticut General Statutes § 31-48b

Connecticut General Statutes § 31-48d

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*, United States Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

*Office of the Public Records Administrator, Retention Schedule M1-General Administration Records*, available at <http://www.cslib.org/retschedules.htm>.

*Office of the Public Records Administrator, Retention Schedule M8-Education Records*, available at <http://www.cslib.org/retschedules.htm>.

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