



## **Video Recording Policy**

### **1.27.17**

#### **Purpose**

1. Video surveillance equipment may be used on school property for the purposes of assisting school administration in monitoring student behavior and maintaining safe and secure schools.
2. A student accused of violating the school's student code of conduct, school policies or procedures, or Colorado Revised Statutes, may have the video recordings used against them as evidence during a disciplinary proceeding.

#### **Notice**

1. The school will include a notice in parent/student handbooks that video cameras may be used on school property.
2. Parents/guardians and students will not be notified when a video camera is in use in a specific location.

#### **System Operation**

1. Video cameras may be installed on school property in both interior and exterior areas as deemed appropriate by the school principal.
2. Cameras may not be installed in restrooms or other areas where students, staff, or visitors have a reasonable expectation of privacy.
3. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

#### **Maintenance of Video Recordings**

1. Video recordings shall be considered student records and shall be maintained in compliance with the federal Family Educational Rights and Privacy Act of 1974, the Colorado Public Records Act, and the Colorado Children's Code Records and Information Act.
2. Video recordings may be maintained for review and investigation, after which video recordings may be deleted or recycled, unless an incident is documented.
3. Video recordings of any documented incidents shall be maintained until the resolution of the incident and any related proceedings.
4. Video recordings that have been documented as depicting violations of the student conduct code, school policies or procedures, or Colorado Revised Statutes, may be retained as part of the student's behavioral records and maintained as such.

#### **Access to Video Recordings**

1. The viewing of video records will be done by school personnel only under the supervision of the principal. Recordings are not available to parents except in the case that the recording will be kept as part of the student's records, in which case parents can request viewing of the portion that pertains to their child, but not another parent's child.
2. IT contract staff may have access to the video surveillance systems for maintenance and repair purposes with the authorization of the principal.
3. Video recordings may be reviewed on a regular basis by authorized administrators and used as evidence of student misconduct and/or criminal behavior.
4. Parents/guardians or students may request to view recordings used in a disciplinary proceeding against that student, only when needed for the school to be in compliance with applicable state and federal laws. At that time, requests need to be in writing and addressed to the PPSEL school board. Requests won't be accepted for circumstances the law does not require the school to consider the request.
5. Video records shall be released to law enforcement personnel upon request, for official use only.

### **Viewing requests**

1. Requests to review video recordings shall comply with all applicable state and federal laws and with Board policy.
2. Requests for viewing may be made in writing and addressed to the PPSEL school board. Electronic requests will be considered to be "in writing".
3. Requests for viewing will be limited to those parents/guardians, students, and school officials with a direct interest in the proceedings.
4. Only the portion of the video recording concerning a specific incident will be made available for viewing.
5. When possible, measures may be taken to conceal the identities of students not directly related to the incident.
6. All viewing will include the principal or principal designee.
7. A written log will be maintained of those viewing video recordings, including the date of viewing, reasons for viewing, date the recording was made, location videotaped, name of driver if on a bus, and signature of the viewer.
8. Video recordings will remain the property of the School and may be reproduced only in accordance with law, including applicable Board policy and regulations.