

SECURITY CAMERA SYSTEMS

The Board of Education recognizes the district's continuing responsibility to ensure the health, welfare and safety of its staff and students on school transportation vehicles.

After having weighed carefully and balanced the rights of privacy of students with the district's duty to ensure the health, welfare and safety of staff and students the Board supports the use of camera systems on District property and on its transportation vehicles.

Camera systems may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.

Students in violation of conduct rules shall be subject to disciplinary action. Disciplinary action shall be in accordance with established Board policy and regulations governing student conduct and discipline.

The district will comply with all applicable state and federal laws related to camera system recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with law.

Camera surveillance will be used only to promote the order, safety and security of students, staff and property.

The Superintendent or designee is directed to develop regulations governing the use of camera systems in accordance with the provisions of law and established Board policies and regulations.

LEGAL REFS.: 20 U.S.C. 1232g, Family Educational Rights and Privacy Act of 1974
 42 U.S.C. 1201 *et seq.*, Americans with Disabilities Act
 34 C.F.R. 99.1 *et seq.* (regulations)

CROSS REFS.: EEAE, Bus Safety Program
 JICC, Student Conduct on Buses
 JK, Student Discipline
 JRA/JRC, Student Records/Release of Information on Students

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The Board of Education recognizes the District's continuing responsibility to ensure the health, welfare and safety of its staff and students. The Board of Education supports the use of camera systems on District property and its transportation vehicles to provide enhanced safety.

A. Student Records

1. The District will comply with the provisions of federal law regarding student record requirements as applicable in the District's use of camera system recordings. Camera system recordings considered for retention as part of a student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.
2. The District's Safe Schools Handbook will include notice of such recording device installation and use.
3. Students will not necessarily be notified when a camera recording device is installed and/or in use on.

B. Storage/Security

1. All camera recording devices will be stored and secured to ensure confidentiality.
2. Camera system recordings will be stored for five school days after initial recording, whereupon such recordings will be released for erasure unless #3 below applies.
3. Video camera system recordings held for review of incidents will be maintained in their original form, pending resolution of any dispute in which the recording is evidence. The video will then be released for erasure or retained, as necessary, in accordance with established District procedures.

C. Camera Use

1. Camera recording devices may be used at any time, but shall not be installed or used in restrooms, locker facilities, or other areas where students, staff, or others may have

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a reasonable expectation of privacy.

2. Use of the camera recording device may capture third-party situations that occur. These recordings may be released to the appropriate law enforcement agency as evidence where allowed by law.
3. Staff and students are prohibited from tampering with or otherwise interfering with camera system equipment.

D. Viewing Requests

1. Video surveillance systems shall be accessible to the director of security, the site principal, superintendent, or superintendent's designee, and by other school employees who have a legitimate educational, security, or employment related purpose.
2. Requests for viewing may be made to the Security Department within two school days of recording or later, in the case of an ongoing dispute.
3. Requests for viewing will be limited to those parents/guardians, students and District officials with a direct interest in the proceedings. Requests for viewing may be denied if the video is subject to legal confidentiality obligations. Non District employees shall not be allowed access to videos of student behavior without parental consent or other waiver of confidentiality.
4. Only the portion of the camera system recording which recorded the specific incident at issue will be made available for viewing.
5. Approval/denial of viewing will be made within three school days of receipt of the request and so communicated to the requesting individual.
6. Camera system recordings will be made available for viewing within three school days of the request approval.

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E. Viewing

1. Actual viewing will be permitted only at school-related sites including the transportation office, school buildings or central administrative offices.
2. All viewing will include the head of Security or designee, and/or the building principal or designee.
3. A written log will be maintained of those viewing camera system recordings including the date of viewing, reasons for viewing, date the recording was made, site or vehicle, name of driver if applicable and signature of the viewer.
4. Camera system recordings will remain the property of the District and may be reproduced only in accordance with law including applicable Board policy and regulations.
5. Parents or guardians will be required to sign a waiver indicating they shall not disclose anything viewed in the video unless such disclosure complies with FERPA.

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Video Surveillance Viewing Log



Video Surveillance Viewing Log
Letter of Understanding

The parties below viewed a video tape of a student(s) of Aurora Public Schools on:

Date and Time of Viewing Video/Digital Tape

Location, School, Date and Time of Recorded Video/Digital Incident

Parents and/or students who participate in viewing this video are **expected to maintain confidentiality** in regards to any other student(s) which is viewable and/or audible on the recording. Questions and/or concerns regarding the actions of another student(s) should be directed to APS Security, the school Administrator(s) or Supervisor(s) present when viewing the recording. Notice is hereby given that no disclosures of information derived from the recording should occur except in compliance with the Family Educational Rights of Privacy Act. Other parties and/or their parents are not to be approached or questioned in regards to the content of this recording.

School District Administrator/Supervisor

Name Representation

Name Representation

Name Representation

Name Representation