

VIDEO SURVEILLANCE REGULATION

Purpose

The purpose of this policy is to provide for consistent guidelines and rules for the use of video/audio surveillance cameras in Allegheny Highlands Public School facilities, properties, buses, and vehicles.

The AHPS School Board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding division facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any division building, on division property, and in division buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors. Technical outages in the usage of video recording devices may occur, and video and/or associated audio recordings may not always be available.

Use

Video surveillance cameras may be used to monitor and/or record in locations authorized by the school principal or the officials of the School Division. Parents and students will be notified of the use of video surveillance equipment through a statement on the school division webpage and/or in any other relevant publications.

Security

Only a designated employee or agent of the School Division will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are school administrators, school employees designated by school administrators, school resource officers and emergency personnel as requested by the school Principal. Only these school officials shall handle the camera or copies of video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant legislation or court order.

Viewing of Video Recordings

Video recordings may only be viewed by school administrators, school officials, or school staff members with a direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operations of the system (for technical purposes only). Law enforcement agencies and/or the Commonwealth's Attorney Office may view or utilize recordings during criminal investigations or proceedings without alterations, and school resource officer access to surveillance video is governed by the division's current memorandum of understanding. Since video recordings used for disciplinary purposes become part of a student's educational record, the current Student Records policy determines who may have access to view video recordings of students in keeping with FERPA guidelines.

Students, and the parents of students, directly involved in violations of the Code of Student Conduct and/or state and federal law where video footage is being used as evidence against them in disciplinary and/or legal proceedings may request to view video recordings. When it has been determined that it is necessary for a parent or person(s) from an outside agency to view the video, only those portions of the videotape that pertain to that particular student may be shown. Assistance from other staff to edit the video may be requested. When a surveillance video recording involves more than one student, the parents of any student who is a primary subject of the video may review the recording, but may not have a copy. Parents of students who are in the background do not have a right to view the recording.

Copies of videos are not provided to other parties except as provided by law, and other parties may not make recordings of videos except as provided by law. However, security video recordings may be made available to law enforcement officers investigating action occurring on school property or areas surrounding school property, as approved by the Superintendent or designee, or in response to a legal subpoena.

Video may be disclosed to school division personnel conducting administrative investigations, including but not limited to investigations of employee misconduct. Employees who are subjects of such investigations are allowed to view recordings used as part of an investigation to which they are party. The employee cannot have a copy of the recording

Use of Video Recordings for Disciplinary Action

Video recordings may be used as a basis and/or evidence for student or employee investigation, disciplinary action, administrative proceeding or criminal proceeding. Nothing in this regulation is to exclude the use of video recordings for other good, legal, and justified causes. The school resource officers and the AHPS technology department helps to maintain video surveillance systems in school buildings and other school division property and supports school administrators in the use of these systems. The AHPS technology department is responsible for the maintenance and preservation of the video surveillance equipment in all buildings. Additionally, the AHPS Transportation Department is responsible for creating and maintaining audio and/or video surveillance on AHPS buses.

Retention of Video Recordings

A copy of a video recording shall be made when an incident results in disciplinary action, criminal charges, injury, or there is a prospect of a legal claim against the Division. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location with limited access to parties having a legitimate need to access the recording under FERPA guidelines. If a recording is used in the making of a decision about a student or employee, the recording will be kept until it is no longer administratively necessary. Video recordings shall be maintained for at least two weeks and then erased unless they are being retained as indicated in the preceding paragraph or at the request of the school principal/administrator. In the event that downloaded video evidence is used for disciplinary action, the video recording becomes part of the student's educational record and is retained by

the administrator according to requirements set by the Library of Virginia.

NOTE: The school division's ability to retain recordings within the system may be limited in the event of equipment failure.

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Cross Ref.: JFC, Student Conduct
JO, Student Records
KNAJ, Relations with Law Enforcement

