

Use of Electronic Recording Equipment to Monitor Student Behavior¹

Use

1. Electronic recording equipment may be utilized on school premises, district property and on district vehicles for the purpose of promoting safety.
2. The District shall notify its students and staff that electronic recording equipment may be in use on any school/district property or on any district vehicle. The District shall incorporate said notice in student handbooks, the transportation services discipline code pamphlet and the Code of Conduct and Discipline.
3. Clearly written signage will be displayed at facilities where electronic recording equipment is used and will include notice that electronic recording equipment may or may not be monitored at any time.
4. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with electronic recording equipment and will be subject to appropriate disciplinary action for such violations. Disciplinary action shall be consistent with district policies and procedures.
5. The building principal/designee, in charge of school building security, and the Director of Transportation, in charge of district vehicle security, shall be the only personnel allowed to view recorded images. However, recorded images showing discipline, legal or policy violations, may be viewed by other appropriate district personnel or legal authorities. Tapes, which are not needed as evidence for disciplinary or legal proceedings, shall be destroyed or 'taped over' after thirty days of retention.
6. Electronic technologies shall not monitor areas where students, staff and the public have a reasonable expectation of privacy such as locker rooms and adult and student restrooms.

Use on school property:

1. The use of electronic recording equipment on school property shall be supervised and controlled by the building principal/designee. The building principal will also designate who operates the system and who monitors and maintains the recordings.
2. Electronic recording equipment may be installed on outside grounds at schools and buildings as deemed necessary by the District and approved by the Superintendent. The Superintendent may approve limited use of recording equipment inside schools and buildings for the purpose of securing expensive equipment and district technology centers.

¹ Electronic recording equipment includes video and digital equipment.

3. Electronic cameras may be in use 24 hours per day with signage to notify patrons who use the premises that electronic recording equipment is in use.
4. The District shall provide reasonable safeguards including but not limited to password, code and/or firewall protection and controlled physical access to the equipment or stored recordings to protect from unauthorized use.
5. When video monitors are used in schools, they shall be located in the administrative and/or security offices at the school.

Use in district vehicles:

1. The use of electronic recording equipment on district vehicles shall be supervised by the Director of Transportation. The Director of Transportation will also designate who operates the system and who maintains the recordings.
2. Electronic recording equipment may be rotated on school vehicles transporting students to and from school and extracurricular activities at the discretion of the Director of Transportation.
3. A notice will be posted on all school buses that electronic recording equipment may be used for student management purposes.
4. When a district vehicle is equipped with electronic recording equipment, such equipment may or may not be actively recording and specific notice shall not be given other than the notice that the equipment is used.
5. The District shall establish and maintain reasonable safeguards to protect against unauthorized use of any electronic recording equipment.

Storage/Security

1. All electronic recordings will be stored and secured to insure confidentiality. Tapes or other storage devices that are not in use shall be locked in a secured storage area. Only authorized access shall be allowed and a log of all instances of access to, and use of, recorded materials shall be kept.
2. Electronic recordings shall be numbered, dated and stored for a maximum of thirty days after initial recording, whereupon such recordings may be released for rerecording or erasure unless otherwise directed by the building principal/designee or Director of Transportation. The storage method will be dependent upon the type of system installed, which may vary from school to school, and with the introduction of new technology.
3. Electronic recordings held for review of student incidents shall be maintained in their original form pending resolution of the issue. Tapes then will be released for erasure, copied for authorized law enforcement agencies or retained as a

necessary part of the student's behavioral record in accordance with district policy referenced in Board Policy JRA.

Viewing Requests

1. Written requests for viewing electronic recordings will be authorized by the building principal/designee or the Director of Transportation on a "need to know" basis only.
2. Written requests for viewing will be limited to those whom the District determines have a need to see the tapes to substantiate evidence that has lead to a disciplinary and/or legal action.
3. Only a specific incident and/or related incident will be made available when a request for viewing is made and approved.

Viewing

1. Approved viewing will be permitted only at district facilities and supervised by the building principal/designee or the Director of Transportation.
2. A written log will be maintained of those viewing electronic recordings including the date of viewing, reasons for viewing, date of the alleged incident, where the viewing occurred, name of the viewer and when appropriate - district vehicle videotaped and name of the vehicle's driver.
3. Electronic recordings will remain the property of the District and may be reproduced only in accordance with law and Board of Education policy.

Student Records

1. The District will comply with the requirements of federal and state laws and Board of Education policies regarding student records as applicable in the District's use of electronic recordings.
2. Electronic recordings may be considered for retention as part of a student's behavioral record and will be maintained in accordance with established procedures governing access, review and release.

Approved February 27, 2002

St. Vrain Valley School District RE-1J, Longmont, Colorado