

Administrative Regulation

Non Instructional Operations**Students Conduct
Video Surveillance**

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

The Board of Education, after having carefully weighed and balanced the rights of privacy of students and staff with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles, supports the use of video cameras on its transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities. Video cameras may be located in and outside of school buildings provided that they will be placed only in common areas and not in areas where students and school personnel have a reasonable expectation of privacy, such as locker rooms, restrooms and lounges.

Evidence of student or staff misconduct may be used in disciplinary proceedings and, in appropriate cases, shared with law enforcement officials where there is evidence of criminal activity.

The district shall comply with all applicable state and federal laws related to video recordings when, as determined by the district and in accordance with law, such recordings are considered for retention as part of a student's behavioral record or a staff member's personnel record. Such records will also be subject to established district student and personnel records procedures including retention, access, review and release of such records.

The school administration will ensure that students, parents, and staff are notified annually of this policy and the existence of video surveillance of common areas in school facilities and on school grounds via student/parent handbooks and written notification to staff.

The Superintendent shall develop such procedures as may be required for the implementation of this policy.

Legal Reference: Connecticut General Statutes 7-109, Destruction of Documents
Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.
Family Educational Rights and Privacy Act, U.S.C. 1232 et seq.

Video Surveillance Administrative Regulations
Student Records

1. The district will comply with provisions of law regarding student records requirements including the Family Education Rights and Privacy Act and the Individuals with Disabilities Education Act as applicable in the districts use of video recordings. Video recordings considered for retention as a part of the student's behavioral record will be maintained in accordance with established student record procedures governing retention, access, review and release of student records.
2. The district will include notice in parent/student handbooks that video cameras may be used on school transportation vehicles transporting students to and from curricular and extracurricular activities as well as in school buildings and on school grounds. The district will include, as a part of its notice procedures, a copy of the district's video surveillance policy and procedures to all students and parents.
3. Students will not be notified when video camera is "on board" and in use on district vehicles.

Staff Records

1. Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing retention, access, review and release of employee personnel records.
2. The district will include notice in personnel handbooks that video cameras may be used on school transportation vehicles transporting students to and from curricular and/or extracurricular activities as well as in school buildings and on school grounds.

Storage/Security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be retained, recycled or destroyed as prescribed by law.
3. A video recording, which is relevant to a student or staff disciplinary incident, will be retained in its original form in accordance with the appropriate retention schedule for such records.

Use

1. Video cameras will be used on school transportation vehicles as determined by the Business Manager/Superintendent.
2. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the Superintendent or designated building administrator.
3. Staff and students are prohibited from tampering with or otherwise interfering with video surveillance equipment.

Viewing Requests

Requests for viewing video recordings will be permitted in accordance with law.

Viewing

1. Actual viewing will be permitted at school related sites only, including the schools, district office or as otherwise required by law.
2. All viewing will include the appropriate school administrator.
3. A written log will be maintained of those viewing video recordings when required by law.
4. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

Regulation adopted: May 11, 2009