

*Recording in Schools and on School Buses/Vehicles*Location, Operation, and Control of Recording Devices

Audio/Video recording devices shall not be positioned in areas where individuals have a heightened expectation of privacy. This includes, but is not limited to, areas such as restrooms, washrooms, and changing rooms. Additionally, outside cameras shall not be directed solely towards private, non-District property, or for the sole purpose of monitoring activity on private, non-District property.

Areas chosen for recording shall be rationally related to legitimate purposes of surveillance. Only authorized personnel shall have access to the recording devices or footage. Unauthorized tampering with or disabling of audio/video recording devices or other related equipment or footage is strictly prohibited.

The use of audio/video recording devices by the District shall in no way create any duty on the part of the District to regularly monitor live images and/or videotapes.

Protection of Information and Disclosure

Disclosure of any recordings shall be consistent with applicable law, including, but not limited to, the Family Education Rights and Privacy Act.

Unless otherwise noted herein, there is no minimum retention period for footage recorded pursuant to this Administrative Regulation or the accompanying Board Policy; footage is deleted on a rolling basis in order not to exceed server storage limits. If the District receives a request to view an audio/video recording or a litigation hold is issued, the Director of Educational Program shall be advised in order take reasonable steps to preserve such footage in accordance with Board Policy and applicable legal obligations.

Use of Information Collected

Use of audio/video surveillance in the District shall at all times comply with federal and state laws covering matters such as wiretapping/electronic surveillance and the privacy and disclosure of student records. Audio/video recordings may be used as the basis for disciplinary action for any violation of law, school rules and/or Board Policy. Audio/video recordings may be furnished to law enforcement in connection with possible criminal conduct in accordance with applicable law.

Access to Personal Information

In the event that a student is disciplined for misconduct or is a victim of misconduct by another individual and there is a video or audio recording of the misconduct, which is used as evidence, the parents/guardians of the student may request permission in writing from the building principal to review the recording. If it is determined that the audio/video recording is a student record, as contemplated by the Family Education Rights and Privacy Act (FERPA) and the parent/guardian has a right to review the audio/video recording, a meeting will be arranged for the parent/guardian to review the recording with a designated District administrator. Parents/Guardians will only be permitted to review the portion of the recording that documents the alleged misconduct involving their child and will not be permitted to have a copy of the recording. Recordings may be redacted to the extent appropriate under applicable law. Additional information regarding student records and the procedures applicable to requesting access to such records can be found in Board Policy 5225 (Student Records) and the accompanying Administrative Regulation.

Legal Reference:

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross Reference:

Board Policy and Administrative Regulation No. 5225 – “Student Records”

Adopted: April 22, 2002  
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