

**Video Surveillance**

The Board of Education authorizes the use of video cameras on District property to ensure the health, welfare, security, and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent in consultation with school administration and relevant staff.

Cameras shall not be placed in areas where students, staff and community members have a reasonable expectation of privacy such as restrooms, locker rooms and lounges.

The use of video recordings from surveillance equipment shall be subject to the other policies of the District including policies concerning the confidentiality of student and personnel records.

The Superintendent or his/her designee shall notify staff and students through student handbooks, District website or by other means that video surveillance may occur on District property and student transportation.

Legal References: Connecticut General Statutes § 31-48b
 Connecticut General Statutes § 31-48d
 Federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g
 et seq. (as amended)

Policy adopted: May 13, 2015

**Students****Conduct****Video Surveillance**

The Board of Education recognizes the district's responsibility to maintain order and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. Further, the Board views the use of video surveillance equipment as primarily a deterrent and as a part of a total strategy aimed at encouraging responsible behavior. With this in mind, the Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare and safety of its students and staff. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline and that responsible behavior is expected at all times.

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules

Title I - Amendments to The Individuals With Disabilities Act (PL 105-17)

Family Educational Rights and Privacy Act

Policy adopted: May 17, 2000

Students**Conduct****Video Surveillance**

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

1. The district shall notify its students and staff that video surveillance may occur on any school property or on any transportation vehicle. The district shall incorporate said notice in the student handbook;
2. The use of video surveillance equipment on transportation vehicles shall be supervised by the Assistant Superintendent or his designee. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or other responsible administrator;
3. The use of video recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records;
4. Video surveillance shall only be used to promote the order, safety and security of students, staff and property and to deter irresponsible behavior.

Storage/Security

1. All video recordings will be stored and secured to ensure confidentiality.

2. Video recordings will be stored for five days after initial recording, whereupon such recordings will be released for erasure.
3. Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The tape will then be either released for erasure or retained as necessary as a part of the student's behavioral record and/or employee's personnel record in accordance with the established district procedures.

Video Cameras on Transportation Vehicles

Use

1. Video cameras will be used on school transportation vehicles as determined by the transportation supervisor/Building Principal.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

Viewing Requests

1. Requests for viewing video recordings will be limited to the appropriate vehicle driver, transportation supervisor, school administrator, parent or guardian or student 18 or older or others as deemed appropriate by the Assistant Superintendent or his designee.
2. Requests for viewing may be made to the Assistant Superintendent or his designee within five (5) school days of the date of the recording.
3. Requests for viewing will be limited to those parents or guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the Assistant Superintendent or his designee.
4. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
5. Approval/denial for viewing will be made within five (5) school days of receipt of request and so communicated to the requesting individual(s).
6. Video recordings will be made available for viewing within three (3) school days of the request approval.

Regulation approved: May 17, 2000

**Students****Conduct****Video Cameras on School Buses**

The Board of Education recognizes the need to maintain appropriate conduct on school buses. Accordingly, the Board of Education authorizes the installation of video cameras on school buses if needed as an aid in monitoring student behavior. These cameras produce both video and audio coverage. The tapes from these cameras will be used to assist school administrators in deciding upon appropriate disciplinary action.

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of Education to prescribe rules

Education of the Handicapped Act of 1975, as amended.

Individuals with Disabilities Education Act.

Family Education Rights and Privacy Act.

Policy adopted: October 3, 1996

**Students****Conduct****Video Surveillance**

The Orange Board of Education recognizes the district's responsibility to maintain order and discipline on school property and in school vehicles. The Orange Board recognizes the value of video cameras in monitoring activity to ensure the health, welfare, security, and safety of all students, staff, and visitors to district property. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected.

The Orange Board of Education also desires to afford students and staff privacy in respect to the records maintained by the district. Having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, The Orange Board finds that it is appropriate to provide for the use of video camera surveillance on school grounds as follows:

1. Cameras shall be installed only in common areas and shall not be used in areas where students, staff, and community members have a reasonable expectation of privacy such as in restrooms, locker rooms, lounges, and faculty rooms.
2. The district shall notify its students and staff that video surveillance may occur on any school property or on any transportation vehicle. The district shall incorporate said notice in the student handbook and on its webpage.
3. A notice shall be posted at the main entrance of the districts school buildings where cameras are in use.
4. The use of video recordings from video equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records;
5. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.
6. Video surveillance, either live or taped, shall not be used for the evaluation of teachers or for the demonstration or analysis of instruction. Video surveillance may be used to determine the events of a major occurrence or disturbance.

Legal Reference: Title I - Amendments to the Individuals with Disabilities Act. (PL 105-17)
Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).
Connecticut General Statutes
10-221 Boards of Education to prescribe rules

Policy adopted: September 9, 2013

Revised: August 11, 2014

Students

Conduct

Video Surveillance

1. Video cameras will be utilized on school grounds as recommended and approved by the Orange BOE Security Sub-Committee, the Technology Administrator the Director of Facilities, the Business Manager, and the Superintendent. The District shall notify parents, students, staff, and the public that video surveillance may occur on school property. Such notification will occur through the parent/student handbooks, District and school websites, and through signs displayed near the main entrance of each school.
2. Cameras may only be installed on buses with prior notice to drivers.
3. Video recording equipment will be installed prominently. Equipment should not monitor areas where the students, employees, and the public have a reasonable expectation of privacy, such as locker rooms, faculty rooms, and adult and student restrooms.
4. Video recording equipment may be in operation 24 hours per day, and may be reviewed by local law enforcement personnel.
5. Video recordings should only be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to:
 - a. incidents of property damage
 - b. theft
 - c. trespassing
 - d. personal injury
 - e. student, staff, or visitor altercations
 - f. issues related to supervision
6. Staff and students are prohibited from unauthorized use and video camera viewing, tampering with, or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with District policies.
7. The District shall provide reasonable safeguards to protect the surveillance system from unauthorized access and use. Unauthorized use includes any actions taken for any purposes other than for security of persons and property, including zooming cameras in on children, staff, or visitors and replaying incidents that have previously occurred.
8. Video surveillance equipment will be used in accordance with all Orange Board of Education policies, including the District's nondiscrimination policy.

Students

Conduct

Video Surveillance (continued)

Storage/Security

1. Video recordings will be retained for a minimum of five school days after the initial recording.
2. Video recordings held for review of property or student incidents will be maintained in their original form pending resolution. Recordings will then be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's record in accordance with established procedures and applicable law.

Requests to View Video Surveillance

1. Requests to review video recordings shall comply with all applicable state and federal laws and with Orange Board Policy. All requests for review of video recordings that are considered an educational record will be as follows:
 - a. All viewing requests must be submitted in writing.
 - b. Requests for viewing will be limited to those parents/guardians, local law enforcement, and/or District officials with a direct interest in the proceedings as authorized by the Superintendent and only the portion of the video recording concerning the related specific incident will be made available for viewing
 - c. Written requests for viewing must be made to the Superintendent and/or designee within five school days of the date of the recorded incident.
 - d. Upon written request the video recording will be preserved. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual
 - e. Video recordings and written logs will be made available for viewing within three school days of the request approval.
 - f. Actual viewing will be permitted only at District sites including the school building or Central Office.
 - g. All viewing will include the building Principal and the Superintendent or his/her designee.
 - h. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date and location the recording was made, location of the viewing, and the signature of the viewer.

(R) 5131.111(c)

Students

Conduct

Video Surveillance (continued)

- i. Video recordings will remain the property of the Orange School District and may be reproduced only in accordance with the law, including applicable Orange Board of Education policy and regulations.
- j. Time lines may be altered for requests for viewing which arise at the end of a school year or prior to vacation periods.

Regulation approved: September 9, 2013
Revised: August 11, 2014