

Students

Conduct

Video Surveillance

The Board authorizes the use of video cameras on District property and student transportation 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 the safety planning committee 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, lounges.

The Superintendent or designee shall notify staff and students through student/parent and staff handbooks, District website, or by other means that video surveillance shall occur on district property and student transportation. **Video surveillance shall be used for lawful purposes only, in accordance with applicable law and Board policy.** A notice will also be posted at the main entrance of all District buildings. **The Superintendent shall adopt regulations governing the use of video surveillance in the schools.**

(cf. 4112.6/4212.6 – Personnel Records)
(cf. 5125 – Student Records)
(cf. 5131.1 – Bus Conduct)
(cf. 5131.11 – Video Cameras on School Buses)
(cf. 5131.5 – Vandalism)
(cf. 5145.12 – Search and Seizure)

Legal Reference: Connecticut General Statutes
[31-48b](#) Use of electronic surveillance devices by employers limited. Prohibition on recording negotiations between employers and employees.

[31-48d](#) Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil Penalty.

Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).

Policy Adopted: June 21, 2013; Revised

*Administrative Regulations***Students****Conduct****Video Surveillance****Video Surveillance System Operation**

1. Video cameras will be utilized on school grounds and on buses as recommended by building administration and approved by the Superintendent. The District shall notify students, staff, and the public that video surveillance may occur on school property. Such notification will occur through incorporation in the school parent/student handbooks, District and school websites and through clearly written signs displayed near the main entrance of each school. Cameras may only be installed on buses with prior notice to drivers.
2. Video recording equipment will be installed prominently. Equipment should not monitor areas where the students, employees and public have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms. Video recording equipment may be in operation 24 hours per day, and may be reviewed by local law enforcement personnel.
3. 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, **as determined by the Superintendent or designee**. ~~Examples of such include, but are not limited to: incidents of property damage, theft, trespassing, personal injury, or student, staff or visitor altercations, etc.~~
4. Staff and students are prohibited from unauthorized use, 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.
5. The District shall provide reasonable safeguards to protect the surveillance system from ~~hackers, unauthorized~~ **access and use** ~~users and unauthorized use~~. **Authorized use includes, but is not limited to, action related to security of persons and property.**
6. Video surveillance equipment will be used in accordance with all Board of Education policies including the District's nondiscrimination policy.
7. **Except for "real time" monitoring in the event of an emergency, including possibly by police, generally the video cameras will not be monitored. Typically the video will only be reviewed if an incident or possible incident is brought to the administration's attention.**
8. **Audio shall not be a part of the video recordings made, reviewed or stored by District staff.**

Students

Conduct

Video Surveillance (continued)

Storage/Security

1. Video recordings will be retained for a minimum of **one week** ~~five school days~~ after 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

Requests to review video recordings shall comply with all applicable state and federal laws and with Board Policy. All requests for review of video recordings that are considered an educational record **will be responded to in accordance with applicable law and Board policy. The following procedures will apply** ~~be as follows:~~

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians **whose child is depicted in the video**, local law enforcement and/or District officials with a direct interest in the **incident depicted in the video** ~~proceedings~~ as authorized by the **Superintendent or designee** ~~Principal~~ and only the portion of the video recording concerning the related specific incident will be made available for viewing.
2. Written requests for viewing may be made to the Superintendent and/or designee within **seven** ~~five school~~ days of the date of recording.
3. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual.
4. Video recordings will be made available for viewing within **four** ~~three~~ school days of the request approval.
5. Actual viewing will be permitted only at school-related sites including the school buildings, or District office.
6. All viewing will include the ~~building Principal~~ **Superintendent** or his/her designee.
7. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, location at school or central office, and signature of the viewer.
8. Video recordings will remain the property of the District and may be reproduced only in accordance with the law, including applicable Board policy and regulations.
9. Time lines may be altered for requests for viewing which arise at the end of a school year or prior to vacation periods.