

## SECURITY CAMERA SYSTEMS

Having carefully weighed and balanced the rights of privacy, Bonneville Joint School District No. 93 Board of Trustees recognizes the District's continuing responsibility to promote discipline and ensure the health, welfare and safety of its students, staff, and visitors while on District property and safeguarding District facilities and equipment. The Board of Trustees hereby authorizes the use of video surveillance camera recording systems in schools, and on school transportation vehicles and District property.

### Guidelines

1. Security camera systems (or other media) may be used to promote order, to maintain the security, health, welfare, and safety of all staff, students, and visitors on District property, and to safeguard District facilities and equipment.
2. Students/parents/guardians shall be notified through the *Code of Student Conduct* and faculty and staff shall be notified through *Bonneville School District Employee Handbook* that video surveillance may occur on District property.
3. Notices may be posted on or about District property and in school transportation vehicles alerting those in the vicinity that security camera systems are in use.
4. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

### Student Records

1. Camera system recordings (or other media) may become part of a student's educational record or a staff member's personnel record if they are kept and maintained by the school system.
2. Camera system recordings considered for retention as part of a student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.
3. Camera system recordings used for discipline purposes become education records and are subject to FERPA requirements.
4. Camera system recordings (or other media) may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the school District to investigate violations of District policy and/or *Code of Student Conduct* rules.
5. Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action and/or may be referred to law enforcement agencies.

### **Storage and Security**

1. All surveillance camera devices will be stored and secured to ensure confidentiality.
2. Surveillance video recordings will be stored for a minimum of five school days after recording, whereupon such recordings will be released for erasure unless surveillance recordings are held for review of incidents pending resolution of any dispute in which the recording is evidence.
3. Audio may be part of the video recordings made, reviewed, or stored by the District.

### **Camera Use**

1. Security camera systems may be installed in public locations as deemed appropriate by the Superintendent/designee; such as classrooms, hallways, common areas, building perimeters, stadiums and school busses. Security camera systems shall not be installed in areas with a reasonable expectation of privacy; such as restrooms, theater dressing rooms, and locker rooms.
2. Use of surveillance camera recording devices may capture third-party situations that occur. These recordings may be released to law enforcement agencies as evidence where allowed by law.
3. Staff, students and visitors are prohibited from tampering with or otherwise interfering with security camera system equipment.

### **Viewing Requests**

1. Review of any surveillance video shall be accessible to the Director of Safe Schools, the site principal, superintendent/designee, and by other school employees or local law enforcement for reasons of security, health, welfare or safety of all staff, students, visitors, facilities or equipment on District property.
2. Requests for viewing surveillance video will be granted according to FERPA.
3. Only the portion of the camera system recording which recorded the specific incident at issue will be made available for viewing. Requests for viewing may be denied if the video is subject to legal confidentiality obligations.
4. Approval/denial of viewing will be made within three school days of the incident and so communicated to the requesting individual unless the video is made part of the student's education record or employee's personnel file.

### Viewing

1. Actual viewing will be permitted only at school-related sites including the transportation office, school buildings or central administrative offices.
2. All viewing will include the Director of Safe Schools/designee, and/or the building principal/designee.
3. A written log will be maintained of those viewing camera system recordings including the date of viewing, reasons for viewing, date the recording was made, site or vehicle, name of driver, if applicable, and signature of the viewer.
4. Camera system recordings will remain the property of the District and may be reproduced only in accordance with law including applicable Board policy and regulations.

### Definitions

**Education Record:** any information recorded in any way and placed in a student or employee personnel file, including, but not limited to, handwriting, print, computer media, videotape or audiotape, film, microfilm, and microfiche.

**Other Media:** methods of communication which news, entertainment, education, data or promotional messages are disseminated; i.e., print, audio, electronic communication devices, internet or social media.

**Third-Party:** any individual or group who does not have a direct connection with a legal transaction but who might be affected by it.

Adopted 11-03-2004 Reviewed Revised 12-12-2018

Cross-Reference: Drug Free School Zone #3300  
Detection Dog Use #3372  
Student Interviews #3375  
Student Records #3600  
Code of Ethics for Idaho Professional Educators #5200  
*Code of Student Conduct*

Legal Reference: Idaho Code § 18-6701 et. seq. Communications Security  
Idaho Code 33-512 Governance of Schools  
Idaho Code § 74-101 through 74-126 Idaho Public Records Law  
34 C.F.R. Part 99 Family Educational Rights and Privacy Act (FERPA)