

ADMINISTRATIVE GUIDELINES FOR VIEWING AND STORAGE OF STUDENT/STAFF VIDEO SURVEILLANCE FILES

I. VIEWING OF VIDEO SURVEILLANCE FILES

Video surveillance files will only be used to provide factual review of events and assist an administrator in determining the appropriate disciplinary measures. Since a number of laws govern the viewing of video surveillance files, the District will limit access to only those with educational needs.

Unless expressly permitted by law, only approved District personnel with legitimate educational interests may view video files. Examples of approved personnel are: principals, assistant principals, superintendent, assistant superintendent, police liaison officers, and managers and directors as appropriate. As a rule, due to the many legal issues, parents are not to be given viewing access to any stored video surveillance data.

If there is student discipline involved, and/or the parent persists in requesting access to the files, they are to be informed that they have the option of having a second administrator review the tape and confirm the facts the portrayed in the video.

Any student disciplinary action resulting from the use of video surveillance files shall be determined by the appropriate administrator, who shall ensure that due process is provided to the students involved, in accordance with Board policy and administrative guidelines relating to discipline.

II. VIEWING OF VIDEO FILES BY LAW ENFORCEMENT

Law enforcement may view portions of a video file as part of an investigation or to help with a disciplinary issue. No copies of the files may be made for law enforcement except when the request is accompanied by a court order.

III. VIEWING OF VIDEO FILES FOR STAFF DISCIPLINE

Video surveillance files that are used for employee disciplinary action may be viewed by the employee's supervisor. An employee may also request that the appropriate union representative be permitted to view the video as part of the disciplinary action.

IV. VIDEO FILE STORAGE

All information other than saved incidents on files will be automatically overwritten within 60 days. Files used in disciplinary actions are to be considered part of a student's record and shall be stored according to the prescribed laws.

No changes or editing of the files will be permitted. Copies will only be made as part of a legal requirement or with the approval of the Director of Technology/Designee.

Saved files can only be deleted or copied by the Director of Technology/Designee.