

**Section E:** Support Services

**ECAF:** Use of Closed Circuit Cameras

The Region 8 Board of Directors recognizes its duty to provide for the safety and security of its students and employees. To that end, the Board authorizes the use of closed circuit cameras on school vehicles, on school grounds and in areas of common use within buildings. Areas of common use include but may not be limited to parking lots, school entrances, hallways, classrooms, cafeterias, libraries, and shop areas.

Violations of Board policies/procedures and school rules viewed or recorded on closed circuit cameras shall be addressed in accordance with the applicable Board policies and/or school rules. In addition, evidence of illegal activities may be referred to law enforcement authorities.

The Board also acknowledges its responsibility to balance the rights of privacy with its duty to provide a safe place for learning and to safeguard the property of the Region. Closed circuit cameras will be used in a manner that respects individuals' privacy as required by applicable law.

**Procedures for Use of Closed Circuit Cameras**

Region 8 will comply with provisions of federal and state law regarding student and employee records requirements. Recordings considered for retention, as part of an individual's record, will be maintained in accordance with established student and employee record procedures and applicable law.

Annual notification will be provided in student handbooks to students and parents that closed circuit cameras are operational. In addition, notice that closed circuit cameras may be in use will also be posted at school entrances.

**Storage and Security**

1. All recordings will be stored in a secure location to insure confidentiality.
2. Recordings that are not needed for an ongoing investigation will be stored no longer than 60 days.
3. Recordings pertinent to the resolution of a disciplinary matter will be maintained in their original form pending resolution. If disciplinary action is not taken, the recordings will be erased. If disciplinary action is taken, the recordings will be retained as part of the individual's record in accordance with established Region 8 procedures.

**Camera Monitoring and Viewing of Recordings**

1. The school and district administrators and personnel responsible for camera maintenance may monitor cameras and recordings at any time.
2. The Director may grant permission to specific personnel to monitor security cameras on a periodic or random basis for school-related purposes.

3. In situations where Region 8's Comprehensive Emergency Management Plan is implemented, the Director may grant permission for public safety personnel to monitor the cameras.
4. School and district administrators are authorized to view video recordings. Other school personnel may be authorized to view recordings by the Director or a school administrator if there is a legitimate educational reason for doing so.
5. A written log will be maintained of those viewing recordings, other than school personnel, including the date of viewing, reasons for viewing, date recording was made, and camera location.

### **Viewing Requests**

1. Eligible individuals (affected employees, parents/guardians or students 18 years or older), shall request in writing to view portions of video recordings used as a basis for disciplinary action.
2. An appropriate time will be scheduled for the eligible individuals to view the relevant portion(s) of the video recording in the presence of a school administrator.

Cross Reference: JRA – Student Education Records and Information  
Student Handbook

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