

## **VIDEO/AUDIO SURVEILLANCE AND RECORDING ON SCHOOL PROPERTY AND IN CLASSROOMS**

### ***Video/Audio Surveillance on School Property – Non-Classroom Space***

Video and/or audio devices may be used on School District property to ensure the health, welfare, and safety of all students, staff and visitors. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms or locker rooms.

Signs will be posted on school buildings to notify students, staff and visitors that video cameras may be in use. The Superintendent will ensure that parents/guardians and students be notified through the student handbook. Students will be responsible for any violations of school rules recorded by video and audio surveillance.

All recordings shall be retained for a period not to exceed 30 days, unless the Superintendent determines that the recording is relevant to a student management proceeding.

The following officials are authorized to view recordings:

- Superintendent or designee
- Building/District Administration as appropriate
- Law Enforcement Officials

Parents/guardians of a student involved in a formal student management proceeding will be permitted to view the video recording.

Staff (and representatives) involved in a formal personnel issue will be permitted to view the recording.

No other individual(s) shall be entitled to view or listen to the recording without the expressed authorization of the Superintendent.

Videos containing evidence of a violation of student conduct rules and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal as determined by School Board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

Video recordings may become a part of a student's educational or a staff member's personnel record. The District will comply with all applicable laws related to record maintenance and retention.

### ***Recording in Classroom Space***

Recording (video and audio) equipment may be utilized in classrooms for educational purposes. For this policy, a classroom is defined as a space which primary purpose is to instruct students. The administration must receive written permission and consent from the classroom teacher and the parent/guardian of all students within the classroom prior to the use of recording equipment

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4<sup>th</sup> Reading: November 17, 2015

3<sup>rd</sup> Reading: November 3, 2015

2<sup>nd</sup> Reading: October 20, 2015

1<sup>st</sup> Reading: October 6, 2015 (revised HR 507)

within a classroom.

Procedures will be developed to address the process for accessing a record, obtaining consent, and maintaining consent. In addition, procedures will be developed for courses in which recording is an essential component of the class.

**Legal References:**

*RSA 570-A:2*

*20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)*

*34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations*

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