

Policy ECAA Video Cameras in Classrooms, Hallways, School Buses and Other District Property

Issued 9/10

Purpose: To establish the basic structure for video cameras in district schools, school buses and other district properties.

Video cameras can serve a useful purpose when placed in common areas to include, but not be limited to, classrooms, hallways, meeting rooms, parking lots, school buses and other district property for instructional, safety, and security purposes. Accordingly, video cameras may be ~~mounted in~~ operated from visible places in classrooms, hallways, meeting rooms, parking lots, school buses and other district property throughout the district and may be used by school staff in accordance with this policy.

Use of video cameras for safety/security purposes

The administration may place a video camera in any common area located in the district. Video cameras may be used ~~to record and monitor student behavior or for educational purposes such as documenting student progress or recording student presentations and activities for later review as a part of a multifaceted approach to promote the safety and security of students, staff and visitors while on school grounds and to help protect district property. The district security director will~~ The principal or his/her designee may determine when it is appropriate to ~~activate~~ utilize cameras in classrooms or commons areas for safety/security purposes. ~~and his/her determination will be final. Students may not activate video cameras at any time unless they are acting pursuant to the express instructions of a teacher or administrator.~~

Video surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., private offices). The Superintendent or designee must authorize an exception to this on the grounds that no other supervision option is feasible and/or that the pressing need outweighs the privacy interest of the person likely to be observed. The district employee(s) who occupy the private space in question on a daily basis must be notified of the presence of the surveillance equipment.

Custody of video recorded for safety/security purposes

The ~~principal or his/her designee~~ district security director shall have custody of and maintain video recorded ~~in the common areas on school district property for~~ safety/security purposes. All video must be maintained in a secure location to which students do not have access. ~~If video cannot be securely stored in the classroom for any reason, the building principal shall assist the teacher in identifying a secure method of storage.~~

Surveillance ~~V~~ideos recorded in common areas may be re-written or deleted, but not before 430 days have elapsed. However, if ~~an incident is reported~~ surveillance video exists of an incident, including one that results in disciplinary action against a student or employee, or a request is made to view or copy a video, a video copy is to be maintained as long as needed, including time for any appeals resulting from disciplinary or other actions.

Use of video cameras for instructional purposes

The principal or his/her designee may determine when it is appropriate to activate cameras in classrooms or common areas for educational purposes such as documenting student progress or recording student presentations and activities for later review, and his/her determination will be final. Students may not activate video cameras at any time unless they are acting pursuant to the express instructions of a teacher or administrator.

Confidentiality

The district shall treat all video recorded ~~as student records entitled to confidentiality~~ pursuant to the requirements of the Family Educational Rights and Privacy Act and other applicable federal and state laws. Accordingly, the district shall release or allow viewing of video only in ~~certain defined~~ situations, consistent with federal and state law.

Discipline proceedings

The district may use video as evidence in student disciplinary proceedings. The parents/legal guardians shall be notified that the district intends to introduce a video in advance of a disciplinary proceeding and shall provide the parent/legal guardian a reasonable opportunity to view the video prior to the proceeding.

Reporting violations

Any person who has reason to believe that a video camera is being used in violation of this policy, or in an otherwise improper manner, should immediately notify the principal or supervisor of the school. They shall investigate the allegations and take appropriate remedial or disciplinary actions as necessary.

Penalties for improper use

Any employee who violates the terms of this policy or otherwise misuses a video camera shall be subject to disciplinary action, up to and including discharge. Students who violate the terms of this policy or otherwise misuse a video camera shall be subject to disciplinary action in accordance with the district's student behavior code. Violations of the laws of the United States or the state of South Carolina may also subject a person to criminal prosecution.

Notice requirements

Students, parents/legal guardians and employees must be notified annually that students, employees and visitors are subject to being ~~videotaped~~recorded in common areas at any time. Additionally, notices must be conspicuously posted on school property at all regular entrances and all other access points on school grounds. These notices should advise individuals that ~~they are subject to being videotaped~~video surveillance may be in use.

Adopted 9/13/10

Legal references:

Federal:

[20 U.S.C. Section 1232g](#) - Family Educational Rights and Privacy Act.