

## Buildings and Sites

Series 800

Policy Title: Use of District Recording Devices on District Property Regulation

Code No.  
804.6-R2

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### Purpose and Scope

This regulation governs the use of video surveillance systems on school property, in school buildings and school buses. This regulation also addresses staff members' use of portable video cameras on school property for security purposes.

Board Policy 804.6 and this regulation do not apply to District and parentally-created video recordings of school events (e.g., plays, music performances, athletic contests, graduation, Board meetings), video recordings used for instructional purposes, special recordings made with the consent of all parties recorded, video recordings made of individual teachers for the purpose of improving classroom instruction, or surveillance undertaken by law enforcement officers.

Video recordings may be used to support the orderly operation of the District's schools and facilities, and for law enforcement purposes. Depending on their nature, video recordings may become part of a student's education record or staff member's personnel file. Video recordings may be used as evidence in any disciplinary proceedings, administrative proceedings, or criminal proceedings subject to Board policy and regulation, as well as applicable state and federal law.

### Placement of Video Surveillance Equipment

The determination of where to place video surveillance equipment will be made by the Superintendent or designee. Video surveillance equipment may be placed in common areas in any school building, such as hallways, entryways, the front office, gymnasiums, cafeterias, swimming pools, libraries, parking lots, athletic fields, or outside the school building. Video surveillance equipment may also be placed on school buses or other school transportation.

Video surveillance equipment shall not be used in areas where persons have a reasonable expectation of privacy such as restrooms, locker rooms, changing areas. Neither will video surveillance be routinely used in private offices (unless express consent is given by the office occupant), or individual classrooms during instructional time (except for approved recording for an instructional purpose).

In addition, security staff and administrators are authorized to carry and use portable video cameras in public areas, and when responding to incidents. Portable video cameras include, but are not limited to, body-worn video cameras, cell phones, tablets, or other electronic devices with video recording capability. Teachers may use portable video cameras in public areas, and when responding to incidents, with the permission of their administrators given in advance or after an incident.

### Notice of Surveillance

The Superintendent or designee shall annually notify parents, students, and staff that the District uses video surveillance equipment to record events and the behavior and activity of all persons on school property, including school buildings and transportation.

Each building or area in which video surveillance system is occurring shall have clearly written signs posted at conspicuous locations informing persons that the buildings and grounds may be under video surveillance. Signs shall be conspicuous enough in size so that a reasonable person would be able to view the contents of the sign and have reasonable and adequate warning that surveillance is, or may be, in operation.

### Operation of Video Surveillance Equipment

Each building principal or designee is responsible for the proper implementation and control of any video surveillance system installed and operating in the building and premises. Digital recordings shall be maintained on a secure server, and shall not be edited or manipulated except in accordance with Board policy and regulation. A periodic audit by the building principal or designee of random images from the video surveillance system shall be conducted to verify that the equipment is operating properly and has not been blocked, moved or altered and that the images captured by the system are not inclusive of areas prohibited by this regulation or Board policy. Any person who takes action to damage, destroy, block, move or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

### Use and Destruction of Video Recordings

Video recordings are property of the school district, and each building principal or designee is responsible for maintaining and destroying video records. Video recordings shall be maintained for a minimum of eighteen (18) days, unless a complaint or incident is being investigated. If video recordings are the subject of a formal complaint or otherwise needed for law enforcement, school, or public safety purposes, the recordings shall be maintained for a minimum of one (1) year. Prior to the destruction of video recordings which are the subject of a formal complaint, or otherwise needed for law enforcement, school, or public safety purposes, the building principal or designee must contact the Superintendent.

Video recordings shall not be retained or used for purposes other than those authorized. Video recordings may never be sold publicly, viewed or distributed in any fashion except as provided for by Board policy and this regulation, and consistent with state and federal law. Misuse or abuse of the video surveillance system or recordings shall not be tolerated and will be addressed on a case-by-case basis by the Superintendent.

### Access to Video Recordings

Video recordings are subject to Iowa Open Records Law and the Family Educational Privacy Rights Act (“FERPA”); access to video recordings shall be limited pursuant to all applicable state and federal law. Requests to view video recordings must be made within fourteen (14) days of the recording’s creation. Only those persons with a legitimate purpose may view protected video recordings, as determined by the Superintendent or designee. The building principal or designee is responsible for maintaining an access log for all video recordings. Logs must be maintained of all instances of access to, and use of, video recordings – the log must document

the person accessing the recording, the date and time of access, and the purpose. Video recordings of common areas which depict students engaging in general school day activities such as walking down the hallway, eating lunch, or riding the bus, might not be considered student records for any particular student. Such video recordings may be considered to contain only directory information and will be treated consistently with Board Policy 506.1-E8.

Video recordings which depict individual students engaging in misconduct will be considered student records as to those individual students. For example, if a video recording depicts two students in a physical altercation, the video recording shall be considered a student record for each of the students. The video recording of the altercation might not be considered a student record as to any student who is merely a bystander to the incident. Consistent with Board Policy 506.1, parents and eligible students have a right to request access to student records. In the case of a video recording which is a student record of multiple students, parents of each student for which the video recording constitutes a student record shall be permitted to view the video. However, no parent shall be provided a copy of the video recording without the prior written consent of the parents of each student for whom the video recording is considered a student record.

Adopted: December 5, 2011

Reviewed: January 19, 2015  
July 16, 2018  
September 20, 2021

Legal Reference: Iowa Code Chapter 22; 20  
U.S.C. § 1232g; 34 C.F.R. Part 99; Title I of the  
Electronic Communication Privacy Act of 1986;  
18 U.S.C. §§ 2510-2522

Amended: July 17, 2017

Cross Reference: 506.1 Education Records Access  
506.1-E Use of Education Records Regulation