

## Use of Safety and Security Technologies

### Use

1. Electronic recording equipment may be utilized on school premises, district property and on district vehicles for the purpose of promoting safety.
2. The district shall notify its students and staff that electronic recording equipment may be in use on any school/district property or on any district vehicle. The district shall incorporate said notice in the transportation services discipline code pamphlet and the annual notification to parents/guardians and behavioral code of conduct.
3. Written signage will be displayed at facilities where electronic recording equipment is used and will include notice that electronic recording equipment may or may not be in use at any time.
4. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with the district's electronic recording equipment and will be subject to appropriate disciplinary action for such violations. Disciplinary action shall be in accordance with district policies and procedures.
5. The building principal, authorized district administration and designated trained staff shall be the only personnel allowed to view recorded images. However, recorded images showing discipline, legal or policy violations may be viewed by other appropriate district personnel or legal authorities.
6. Recorded images may be copied for the purpose of evidence in a criminal investigation. A formal request by law enforcement and case number must accompany the request to the district director of security and emergency management.
7. Electronic technologies shall not monitor areas where students, staff, and the public have a reasonable expectation of privacy such as locker rooms and adult and student restrooms.
8. The district shall provide reasonable safeguards including but not limited to password, code and/or firewall protection and controlled physical access to the equipment or stored recordings to protect from unauthorized use.

### Use on school property

1. The use of electronic recording equipment on school property shall be supervised and controlled by the building principal/designee and the district director of security and emergency management. The district director of security and emergency management will also designate who operates the system and who monitors and maintains the recordings.
2. Electronic recording equipment may be installed on outside grounds at schools and buildings and in common, areas inside the school as deemed necessary by

the district and approved by the superintendent. The superintendent may approve the use of covert electronic recording equipment on an as needed basis. Electronic recording equipment shall not be located in any area in which the public has a reasonable expectation of privacy, i.e., restrooms, locker rooms, etc.

3. Electronic cameras may be in use 24 hours per day with signage to notify patrons who use the premises that electronic recording equipment is in use.
4. When video monitors are used in schools, they shall be located in the administrative and/or security offices at the school.

### **Use in district vehicles**

1. The use of electronic recording equipment on district vehicles shall be supervised by the director of transportation. The director of transportation will also designate who operates the system and who maintains the recordings.
2. Electronic recording equipment may be rotated on district vehicles transporting students to and from school and extracurricular activities at the discretion of the director of transportation.
3. A notice will be posted on all school buses that electronic recording equipment may be used for student management purposes.
4. When a district vehicle is equipped with electronic recording equipment, such equipment may or may not be actively recording and specific notice shall not be given other than the notice that the equipment is used.

### **Storage/security/chain of custody**

1. All electronic recordings will be stored and secured to ensure confidentiality. Tapes or other storage devices that are not in use shall be locked in a secured storage area. Only authorized access shall be allowed and a log of all instances of access to and use of recorded materials shall be kept.
2. Electronic recordings shall be stored for a maximum of 7 days after initial recording, whereupon such recordings may be released for rerecording or erasure unless otherwise directed by the director of security and emergency management. The storage method will be dependent upon the type of system installed, which may vary from school to school, and with the introduction of new technology.
3. Electronic recordings held for review of student incidents shall be maintained in their original form pending resolution of the issue. Tapes then will be released for erasure, copied for authorized law enforcement agencies, or retained as a necessary part of the student's behavioral record in accordance with applicable Board policy.
4. All requests for copying a recorded image must be done through submitting a chain of custody tracking form to the director of security and emergency management office. The director of security and emergency management will track all requests and a chain of custody log.

### **Viewing and copying requests**

1. Law enforcement requesting a copy of a recorded image shall complete the chain of custody tracking form and submit to the director of security and emergency management for authorization of copying DVR footage. Authorization will be considered on a “need to know” basis only and released in accordance with applicable law.
2. Written requests for viewing will be limited to those whom the district determines have a need to see the tapes to substantiate evidence that has led to a disciplinary and/or legal action.
3. Only a specific incident and/or related incident will be made available when a request for viewing is made and approved.

### **Viewing**

1. Approved viewing will be permitted only at district facilities and supervised by the building principal/designee, the director of security and emergency management or the director of transportation.
2. To the extent required by law, a written log will be maintained of those viewing electronic recordings including the date of viewing, reasons for viewing, the date the recording was made, name of the viewer and, when appropriate, district vehicle videotaped and name of the vehicle’s driver.
3. Electronic recordings will remain the property of the district and may be reproduced only in accordance with applicable law and Board policy.

### **Student records**

1. The district shall comply with the requirements of federal and state laws and Board policies regarding student records as applicable in the district’s use of electronic recordings.
2. Electronic recordings may be considered for retention as part of a student’s behavioral record or as part of an employee’s personnel record. Such records shall be maintained in accordance with applicable law and Board policy.

### **Training of electronic recording equipment**

1. District employees who are responsible for the installation, maintenance, and surveillance monitoring shall be required to attend a district-sponsored training on the use and legal requirements associated with electronic recording equipment.

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St. Vrain Valley School District RE-1J, Longmont, Colorado