

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: June 24, 2014

REVISED:

709.1-AR-0. VIDEO SURVEILLANCE CAMERAS

The district may use video surveillance for the following purposes:

1. To monitor and protect district property.
2. To promote the safety and security of students, staff and visitors while participating or working in the educational program and at school functions and activities.
3. In response to specific inquiries and proceedings related to law enforcement.
4. When warranted for specific student discipline.

Parents/Guardians, students, and staff members will be notified annually through the district calendar, principals' newsletters and notices placed in buses that students might be subject to random videotaping on any school property, in school buildings, and on district transportation vehicles. Principals shall, at the beginning of each school year, review with students, parents/guardians, and staff appropriate behaviors and the videotaping policy.

Students, staff and the public will not be specifically notified when a video camera is in use.

The Superintendent or designee, in consultation with building and site administrators, will be responsible for determining the location of video surveillance cameras in the district and on buses.

Building administrators are responsible for supervising and controlling video systems in their respective school buildings and for maintaining the recordings. The Transportation Supervisor is responsible for supervising and controlling video systems on buses and transportation vehicles and for maintaining the recordings.

Administrators assigned responsibility for the video surveillance system will receive training for performing their duties and functions, which includes receiving copies of these administrative regulations.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee will ensure that the images are accessed, retained, and disclosed in accordance with applicable laws and regulations, Board policy and administrative regulations, and applicable collective bargaining agreements.

Procedures

The use of video surveillance cameras on district property, in school buildings and on district transportation vehicles will be in accordance with the following procedures:

1. Video recording equipment will be installed in prominent places.
2. Video equipment will not be installed in areas with an expectation of privacy, such as locker rooms and adult and student restrooms.
3. Video recording equipment may be in operation twenty-four (24) hours per day.
4. Audio will not be a part of the video recordings made, reviewed or stored by the district administration.
5. Video recordings remain the property of the district.
6. Video monitors will be located in administrative offices in school buildings, and will not be located in an area that enables public viewing.
7. Live video feeds may be continuously monitored.
8. Video recordings will be reviewed by administrators only when there is a need to do so, either because a specific incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to, incidents of property damage, theft, trespassing, personal injury, fighting, bullying, harassment, etc.
9. Students and staff are prohibited from unauthorized use, tampering or otherwise interfering with video recordings and/or video camera equipment, and will be subject to disciplinary action.
10. Assigned staff will provide reasonable safeguards, including but not limited to, password protection, well-managed firewalls, and controlled physical access to protect the surveillance system from hackers, unauthorized users and unauthorized use.

Storage/Security

1. Video recordings will be stored for a minimum of ten **(10) school days** after the initial recording, **unless circumstances require longer storage**. If the principal or Transportation Supervisor knows no reason for continued storage, the recordings will be released for erasure.
2. Storage of recordings will vary, based on the type of system installed and availability of storage facilities.

3. Video recordings held for review due to reported or suspected incidents will be maintained in the original form, pending resolution. Recordings will then be released for erasure, copied for law enforcement, or retained as a necessary part of the student's/employee's record, in accordance with applicable law, Board policy and administrative regulations.

Student Records

District will comply with applicable federal and state laws and regulation, Board policy and administrative regulations related to student record maintenance and retention.

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709.1-AR-1. NOTICE OF VIDEO SURVEILLANCE

The following notice can be used to inform students, staff and the public regarding the district's use of video surveillance cameras and systems in school buildings, on district property, and in transportation vehicles.

The School Board has authorized the use of video surveillance cameras on district property, in school buildings, and on transportation vehicles. Video surveillance will be used to monitor student behavior in order to promote and maintain a safe and secure environment for all students, staff and visitors. Students, parents/guardians, staff and the public are hereby notified that the content of the surveillance system may be used in a student disciplinary proceeding. Surveillance content will be routinely erased on a periodic basis, or will be retained, if necessary, for use in a student disciplinary proceeding or other matter, as determined necessary by the district administration.

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709-AR-2. KEY RECEIPT ACKNOWLEDGEMENT

This form will be retained by the building principal or immediate supervisor, with a copy forwarded to the Superintendent's office.

I, _____, acknowledge receipt of the following key(s):
Signature of Keyholder

<u>TYPE OF KEY</u> (Grand Master, Building Master, Classrm, Other)	<u>BUILDING</u>	<u>OPENS ROOM(S)</u>	<u>KEY NO.</u>	<u>MANUFACTURER</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Key(s) to be used only by above keyholder and returned to the building principal or immediate supervisor by (check one):
_____ End of school term _____ End of employment
_____ End of supplemental contract _____ Other (Date)_____

Date

Signature of Principal or Supervisor

NOTE: The district prohibits the duplication of any district keys. The person issued a key is responsible for its proper use and safekeeping.

KEY RETURN ACKNOWLEDGEMENT

Complete when key is returned to Key Control Authority – forward to Business Office.

I have returned Key No(s): _____

Signature of Keyholder _____
Date

Signature of Principal or Supervisor _____
Date