

G-25: Administrative Procedures

Video Surveillance



REFERENCES

[Board Policy G-25: Video Surveillance](#)

DEFINITIONS

Eligible Student: A student or former student who has reached age 18 or is attending a post-secondary school. An eligible student has the same rights of review, inspection, and consent accorded to a parent.

Parent:

For purposes of these administrative procedures and the corresponding board policy, "parent" means:

- A. a biological or adoptive parent;
- B. a legal guardian or other individual legally authorized to make educational decisions for the child;
- C. an individual, with whom the child lives, who is acting as a parent in the absence of a natural parent or a guardian;
- D. a foster parent if the authority of the biological or adoptive parents to make educational decisions on the child's behalf has been terminated or specifically limited by a court order;
- E. in the absence of any individual qualified under parts A-D, a surrogate parent appointed pursuant to the Individuals with Disabilities Education Act; and/or
- F. a stepparent if the stepparent is present on a day-to-day basis with the natural parent and child, and the other parent is absent from the home. A stepparent who is not present on a day-to-day basis in the home of the child does not have rights under Family Educational Rights and Privacy Act ("FERPA") with respect to the child's education records. Stepparents without guardianship of a child do not have the authority to enroll or register a child in school.

"Parent" does not include the state or any political subdivision of government.

Surveillance Equipment: Electronic surveillance equipment, including hardware and software, that is capable of capturing, recording, monitoring, and retaining data, including images, videos, photographs or audio operated by or at the direction of the district that may deliberately or inadvertently capture activities of individuals on district, public, or private property.

PROCEDURES FOR IMPLEMENTATION

I. Use of Surveillance Equipment

- A. Surveillance equipment will only be utilized in public areas upon authorization of the business administrator.
 - 1. Installation of surveillance equipment without the written authorization of the business administrator may result in discipline.
- B. Surveillance equipment will not be used where there is a reasonable expectation of privacy such as bathrooms and locker rooms.,
- C. Surveillance audio recordings are prohibited in district buildings, including schools; however, audio and video recording of school bus occupants has been authorized.
 - 1. This prohibition, however, does not preclude the use of audio recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law (such as body camera recordings). Such recordings are law enforcement records and are not controlled or maintained by the district.
 - 2. For more information about surveillance recordings on school buses, please refer to Board Policy G-8: Transporting Students and its accompanying administrative procedures.
- D. Any video recording used for surveillance purposes in school buildings, buses used for school purposes, and/or on school property shall be the sole property of the district.
 - 1. The business administrator will be the custodian of such recordings.
 - 2. Only authorized personnel shall have access to the video recordings.
 - a. Unless monitoring video recordings is part of an employee's essential job function, authorization to access surveillance records must be granted by the business administrator.
- E. Surveillance equipment is not actively monitored at all times.
- F. All video recordings will be created in digital form and secured to avoid tampering and ensure confidentiality in accordance with all applicable laws and regulations.
- G. Video recordings shall be available for up to 14 days. If, however, there is a pending request for a specific video recording, it shall be retained until such time as the request has been resolved.

- H. The district reserves the right to use the images produced by surveillance equipment as part of the enforcement of board policy, district administrative procedures and school rules, and, where appropriate, disciplinary proceedings.
- I. Surveillance equipment may record criminal offenses and/or other misconduct that occurs in view of the camera. Such video recordings may be released to law enforcement or other requesters in accordance with board policy, and all applicable state and federal laws, including, but not limited, to the Family Educational Rights and Privacy Act, Utah's Government Records Access and Management Act, and Utah's Student Data Protection Act.
 - 1. Please review to board policies S-7: Law Enforcement Access to Students and Student Records and/or C-7: Records Access and Management and their accompanying administrative procedures for more information.
- J. When individuals enter a district-sponsored athletic event, they are entering an area where the district may be photographing and/or video recording the event, and their images may be incidentally captured. See, Section III in I-15: Administrative Procedures, Interscholastic Athletics and Extracurricular Activities.

II. Requests to Review/Copy Video Recordings

- A. All requests for a copy of a video recording that will be given or shared with an outside entity or individual must be made in writing to the district's records officer and contain an explanation of why the request is being made.
 - 1. Requests for copies will be granted in accordance with C-7: Administrative Procedures, Records Access and Management, and all applicable state and federal privacy laws.
 - 2. Requests made directly to the district's technical services supervisor will be forwarded to the records officer for proper tracking and processing.
- B. If a school administrator wants a copy of video for internal usage only, the administrator must make a written request to the district's technical services supervisor.
- C. If a parent of a student or an eligible student who is identified in the recording wishes to view the video recording, that request should be directed to the student's school administrator.
 - 1. Each such request will be considered individually, taking into account the following factors:
 - a. whether it would be an unwarranted invasion of privacy for the parent to view images of other students captured on the video;
 - b. whether the video is being used to determine if student or employee discipline should be imposed; and
 - c. whether criminal activity is depicted.
 - 2. If the request is granted, such viewing must occur in the presence of a district administrator.
 - 3. Under no circumstances will the district's video recording be removed from district premises, physically or by electronic transmission, unless in accordance with a court order and/or subpoena.

III. Notification that Surveillance Equipment is in use

- A. Appropriate signage will be posted at entrances to the school and/or at major entrances into school buildings notifying students, staff, and the general public of the district's use of surveillance equipment.
- B. Students, parents, and staff will receive additional notification, as appropriate, regarding the use of surveillance equipment in the schools, school buses, and/or school grounds.
 - 1. Such notification does not preclude the discussion of the use of surveillance equipment with staff and students to heighten awareness.

IV. Prohibited Uses

- A. Any unauthorized viewing or release of surveillance equipment records by any individual may result in disciplinary action, up to and including termination.
- B. If an employee inappropriately monitors the surveillance equipment or uses recordings for an unauthorized or inappropriate purpose, the employee's access shall be revoked, and discipline may occur.
- C. Surveillance equipment may not be used to harass, stalk, intimidate, or inappropriately monitor any individual.
 - 1. Complaints related to inappropriate usage of the surveillance equipment records should be directed to the supervisor of the person engaged in such behavior.
 - 2. If an individual feels that they are being bullied, cyber-bullied, harassed, or discriminated against, those concerns should be reported to the district's compliance officer/Title IX coordinator, Tina Hatch, at tina.hatch@slcschools.org.

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 406 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.