

# G-25: Administrative Procedures

## Video Surveillance



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### REFERENCES

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

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### DEFINITIONS

**Eligible Student:** A student or former student who has reached age 18 or is attending a postsecondary 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 Cameras:** Photographic equipment which makes video recordings of the environment, people and events in proximity to the equipment and stores the recorded information in a digital format.

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### PROCEDURES FOR IMPLEMENTATION

#### I. Use of Surveillance Cameras

- A. Surveillance cameras will only be utilized in public areas upon authorization of the business administrator.
- B. Cameras 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 camera records must be granted by the business administrator.
- E. Surveillance camera recordings are 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 the surveillance cameras as part of enforcement of board policy, district administrative procedures and school rules, and, where appropriate, disciplinary proceedings.
- I. Surveillance cameras 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 applicants in accordance with board policy, and all applicable state and federal laws, including, but not limited, to the Family Educational Rights and Privacy Act and Utah's Student Data Protection Act.
  - 1. Please review to Board Policy S-7: Law Enforcement Access to Students and Student Records and its 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 Board Policy C-7: 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 is requesting a copy of video for internal use 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 one or more other student's identities are discernable;
    - b. whether student or other discipline is being contemplated; 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 Cameras are 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 cameras.
- B. Students, parents and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school buses, and/or school grounds.
  - 1. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of surveillance cameras with staff and students to heighten awareness.

## **IV. Prohibited Uses**

- A. Any unauthorized viewing or release of surveillance camera records by any individual may result in disciplinary action, up to and including termination.
- B. If an employee inappropriately monitors the surveillance cameras or uses recordings for an unauthorized or inappropriate purpose, the employee's access shall be revoked.
- C. Surveillance cameras may not be used to harass, stalk, intimidate, or inappropriately monitor any individual.
  - a. Complaints related to inappropriate usage of the surveillance camera records should be directed to the supervisor of the person using the cameras inappropriately.
  - b. If an individual feels that they are being bullied, cyber-bullied, harassed, or discriminated against, they should contact the district's compliance officer, Tina Hatch, at [tina.hatch@slcschools.org](mailto:tina.hatch@slcschools.org).