

**Video Surveillance  
Guidelines**

The following guidelines will apply:

1. In the interest of promoting safety, including maintenance of order and discipline in common areas of the school and on school buses, video surveillance equipment may be used by any school or any other facility within the District. [See FO(LOCAL)]
2. These guidelines govern the use of video surveillance equipment in the District.
3. All District staff will receive copies of these guidelines so they can review and apply it to their duties and functions.
4. The District will incorporate the video surveillance guidelines into applicable staff training and orientation programs.
5. These guidelines will be subject to review on a biannual basis, or as otherwise required.

**Definitions**

The following words have the following definitions throughout these guidelines:

1. Campus access—Access to the local campus surveillance system only.
2. Common areas—Those areas where the public may be present, including but not limited to, hallways and any outside perimeters of buildings (i.e., parking lots).
3. Designated personnel—District safety and security department head or designee.
4. Digital video equipment—Equipment used to capture and record visual events as seen by the surveillance cameras.
5. Digital video recorded material (also know as “archived camera recordings”)—Visual content captured by surveillance cameras and stored as digital electronic files (which may include, but not be limited to, being stored on computer disk or drive, CD-ROM, or other device used to store the recorded data or visual).
6. Full access—Access to live camera feeds, the ability to re-aim and focus surveillance cameras, and access to archived camera recordings.
7. Limited access—Access to live camera feeds and the ability to re-aim and focus the surveillance cameras.
8. Live camera feeds—Live visual content being captured by the surveillance cameras.

9. Video camera surveillance system—Video, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals in school buildings and on school premises (including school buses).

**Camera Location,  
Operation, and  
Control**

The following will apply:

1. The District department of safety and security director or designee will choose sites for camera installation such that their placement is restricted to identifiable public areas, i.e., visible cameras (not covert) in the common areas of schools and any other District facilities (including cameras on school buses).
2. Areas chosen for surveillance will be where surveillance is a necessary and viable deterrent (hallways and high incident areas such as outside portables, front of buildings, and any other building exteriors).
3. Cameras will not be positioned to monitor areas outside the building or other buildings unless necessary to protect external assets or ensure personal safety (see item 2 in this section for examples of areas that may require surveillance for the reasons stated).
4. Surveillance cameras will not be used to look through windows to areas outside of the building, unless necessary to protect external assets or ensure personal safety of patrons and employees. Cameras will not be directed to look through the windows of adjacent buildings.
5. Cameras will not monitor areas where the public has a reasonable expectation of privacy (e.g., change rooms and restrooms).
6. Students will be informed each year of the terms of these guidelines through assemblies, counselors and student publications.

**Operational Times**

Due to the highly intense use of District facilities during weekdays (and weekends) by both school and community users, and due to the random nature of the incidence of crime, the video camera surveillance system may be in operation virtually 365 days a year and 24 hours a day.

STUDENT DISCIPLINE

FO  
(REGULATION)

**Protection of  
Information and  
Disclosure**

Security and  
Retention of Video  
Surveillance  
Equipment

The following will apply:

1. All digital video recorded materials not in use will be secured in a locked receptacle.
2. All digital video equipment used in the District video camera surveillance system will be numbered and dated and retained according to the camera site. Recorded media will be retained in accordance with state retention laws. For example, the following retention periods apply to the following proceedings:
  - a. Law enforcement proceedings—30 days.
  - b. Student discipline proceedings—One year.
  - c. Employee discipline proceedings—Two years.

In all instances where litigation is pending, the retention periods may be longer.

3. Only designated personnel will have authorized access to the digital video equipment.

Disposal and  
Destruction of  
Digital Video  
Recorder Material

All digital video recorded material will be securely disposed of in accordance with District policies and state and federal laws as applicable.

Disclosure

The District will act in accordance with federal and state laws, which govern the disclosure of personal information.

**Public Awareness of  
Cameras**

The public will be made aware of cameras on District property via policy. [See FO(LEGAL) and (LOCAL)] In addition, however, signs stating that persons may be recorded may be posted in District buildings and on buses.

**Use of Information  
Collected**

The District will act in compliance with federal and state laws with regard to collection of information in its video surveillance system:

1. Video surveillance may be used to detect or deter criminal offenses, which occur in view of the cameras.
2. The District may use video surveillance for:
  - a. Inquiries and proceedings related to law enforcement, including but not limited to, research (i.e., the nature of area usage within the school, pedestrian traffic patterns, or evaluation of particular camera systems);
  - b. Student Code of Conduct disciplinary proceedings; and/or
  - c. Employee misconduct proceedings.

3. The District will not use video surveillance for other purposes unless expressly authorized by board policy, or otherwise allowed or required under federal and/or state law.

**Public Access to  
Personal Information**

The following guidelines will apply:

1. An individual who is the subject of video surveillance has a right to request access to the digital video recorded media as stated by federal and state law (i.e., Texas Public Information Act (TPIA) or Family Educational Rights and Privacy Act (FERPA), as applicable).
2. Access to digital video recorded material in full or in part may be refused on any of the grounds set by federal and/or state law.
3. All requests for copies of video recorded media will be made through a Public Information Request (PIR) on the Public Record page of the District's website <https://go.cfbisd.edu/about-us/contact-cfb/open-records-request/> or by emailing [cfbinfo@cfbisd.edu](mailto:cfbinfo@cfbisd.edu).

**Adoption or Last  
Amendment Date**

This regulation was last amended on March 29, 2021.