

# Davis School District Policy and Procedures

**Subject:** 5S-104 Video Surveillance of District Property  
**Index:** Student Services – *Student Conduct and Discipline*  
**Revised:** October 5, 2021

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## 1. PURPOSE AND PHILOSOPHY

The Board of Education of Davis School (Board) supports the use of video surveillance cameras throughout the Davis School District (District) for the purpose of enhancing school safety and security, and to diminish the potential for personal and District loss or destruction of property.

## 2. POLICY

- 2.1. Video surveillance cameras may be used on District property and in its transportation vehicles.
- 2.2. Video surveillance camera use is prohibited in any space where there is a reasonable expectation for privacy. These areas include restrooms, locker rooms, and private offices.
- 2.3. Information obtained through video surveillance may be used for disciplinary investigations, security, or law enforcement purposes.
- 2.4. Video recordings shall be routinely overwritten as storage is full. Recordings shall not be destroyed as long as there is an outstanding disciplinary investigations, security, or law enforcement purposes if there is a request to inspect and review a recording.

## 3. STUDENT EDUCATION RECORDS MANAGEMENT

- 3.1. Video recordings directly related to a student are an education record subject to protection under the Family Educational Rights and Privacy Act (FERPA).
- 3.2. Video recordings of students may be reviewed by school officials who have a legitimate educational interest.
- 3.3. Parents have the right, upon request to inspect and review their student's education records maintained by the District or school. Parents are not entitled to review any personally identifiable information about other students. Therefore, if the recordings contain personally identifiable information directly related to a student other than the parent's own student, and the information cannot be easily separated, without destroying the meaning of the record, a school official shall summarize the contents of the video records and inform the parents of the contents either verbally or in writing.
- 3.4. A video is not considered directly related to a student if the student's image is incidental or captured only as part of the background, or if a student is shown participating in school activities that are open to the public and without a specific focus on any individual.

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**DOCUMENT HISTORY:**

**Adopted: October 4, 1994**

**Revised: September 4, 2007** – Removed requirement to notify parents that their student may be subject to videotaping on school buses. Modified how and when a videotape may be reviewed by a parent.

**Revised: September 1, 2009** – No content change, renumbered from 5S-004 to 5S-104 with reorganization of Policy Table of Contents.

**Revised: August 2, 2016** – Five year review. Change scope of video surveillance to comply with current practice.

**Revised: October 5, 2021** - Five-year review. Clarified language on releasing information to a parent from a video that contains PII of a student other than a parent's own student.