

ACDB: Video Surveillance & Recording in School Policy

1. Purpose & Scope of Use

The Divide County School District uses electronic surveillance systems in order to help ensure that school premises and individuals on school premises are safe and secure. Any person entering a school facility, on school property, at a school function, or riding a school bus is subject to being videotaped.

Cameras may be used for the following purposes to:

- a. Protect the school premises from property damage;
- b. Deter property damage;
- c. Ensure the safety and security of individuals who are on the school premises;
- d. Monitor and deter criminal activity from occurring.

Camera will have no audio capabilities and will be installed on a closed-circuit network.

2. Camera Locations

- a. Subject to the provisions below, cameras may be placed in and outside of school buildings. Areas chosen for surveillance should be where surveillance serves the purposes outlined in section one of this policy.
- b. All cameras must be unconcealed and clearly visible.
- c. Cameras shall not be placed in changing rooms, washrooms, and areas where students, staff, and others have a reasonable expectation of privacy.
- d. Cameras located internally shall not be directed to look through windows to areas outside the building, unless necessary to protect external assets.
- e. Cameras shall not be directed in adjacent, non-district buildings.
- f. Cameras are located in the middle school classrooms. They are not used for evaluating teachers.

3. Notification

Signs advising use of and the presence of video surveillance practices will notify individuals of:

- a. The area in which surveillance is conducted;
- b. The purpose for the surveillance;
- c. Hours during which surveillance may be conducted;
- d. Who is responsible for conducting surveillance in the department; and
- e. The contact person who can answer questions about the cameras, including the address or telephone for contact purposes.

4. Use of Recorded Information

The Superintendent and designee(s) may only use recorded information for purposes as outlined in this policy or for purposes expressly stated under state and federal law.

5. Access to & Disclosure of Recorded Information

- a. Only the Superintendent or designee(s) shall have access to the electronic surveillance system while it is in operation.
- b. Video monitors will be placed in locations free from public viewing.
- c. The District shall comply with all applicable state and federal laws related to access, review, and release of video recordings that are part of the student's educational record under the Family Educational Rights and Privacy Act.
- d. Recordings not subject to part "c" of this section will be released in accordance with state open record laws. Individuals requesting surveillance footage will be required to view it at the school or pay for the cost of creating a copy.

6. Audits

The Superintendent or designate shall be responsible for auditing use and security of surveillance cameras, including recorded information.

7. Retention & Disposal of Recordings

- a. All recorded information not in use shall be securely stored in a locked receptacle or area.
- b. Recorded information may never be sold, publicly viewed, or distributed in any other fashion except as provided for by this policy and applicable laws.
- c. All recorded information used for the purpose of this policy shall be numbered and dated by camera site.
- d. All recoded information shall be retained and destroyed in accordance with applicable laws.

Non-applicable Provision

This policy does not apply to covert or overt surveillance cameras being used by or on behalf of the District as a case specific investigation tool for law enforcement purposes where there is statutory authority and/or the authority of a search warrant to conduct the surveillance.