



"To Build Knowledge and Skills for Success Today and Tomorrow"

File: ECAC

## Video Surveillance

The purpose of this policy is to provide guidelines for the use of security cameras on property owned and/or utilized by the Meade School District in a way that enhances security and aids law enforcement while respecting the privacy expectation of staff, students, and community members. The Board recognizes and authorizes the use of video surveillance on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard district buildings, grounds, and equipment.

Electronic surveillance is used to deter crime and enforce violations of the district's rules and policies, as well as the laws of the State of South Dakota and the United States. The School Board recognizes the value of electronic surveillance for monitoring activity on school property and to assist school officials and/or law enforcement with investigating alleged violations of school policy or illegal activity.

A video recording is subject to the provisions of the Family Education Rights and Privacy Act (FERPA).

**Camera Location:** The Superintendent will approve appropriate locations for video surveillance. Electronic surveillance shall be used in areas where there is no reasonable expectation of privacy. Electronic surveillance shall not be conducted in areas where there is a reasonable expectation of privacy, such as athletic locker rooms, showers and restrooms.

**Notification:** The Superintendent will notify staff, students, and visitors through staff and student handbooks or by other means that video surveillance may occur on district property. A notice will also be posted at the main entrance of all schools and district administration buildings, and on all buses, indicating the use of video surveillance.

**Use of Recordings:** Video content captured by cameras may be stored electronically and may be used to identify problematic circumstances, assist with an investigation or prosecution of conduct in violation of Board of Education Policies or illegal activity.

If a surveillance camera records unlawful conduct or conduct in violation of the Board of Education Policies for employee or student conduct, the record shall be admissible as evidence in any proceeding regarding the discipline of any student or staff member. In the event a video recording is used or intended for use as evidence in disciplinary proceedings, recordings shall not constitute education records of the students nor personnel records of an employee as defined by the Family Education Rights and Privacy Act .

Cameras and images may be accessed and used only by authorized school personnel and other entities contracted by the school district. Employees and contractors may not use equipment, images and digital content for personal reasons.

**Protection and Retention of Camera Recordings:** Video image and digital content is stored for periods that are determined based upon the nature and source of the data. Electronic surveillance records shall be retained by the school district until re-looped or the expiration of 31 days unless otherwise deemed necessary for retention by the superintendent, or district administration. Data storage periods may be extended in connection with pending investigations.

The disclosure of information shall be consistent with the Family Education Right and Privacy Act (FERPA). The district will comply with all applicable state and federal laws related to maintenance and retention.

**Access to Electronic Surveillance:** An individual or parent and/or legal guardian of the student, who is the subject of electronic surveillance, has the right to request access to the recording in accordance with the provisions contained in this policy and in accordance of SDCL 1-27-1 or the Family Educational Rights and Privacy Act.

Request for viewing a video recording must be made in writing to the superintendent and/or district administration. If the request is granted, viewing of all surveillance must occur in the presence of the designated custodian of the recording. Under no circumstances will the video recording be duplicated and/or removed from the premises unless in accordance with a court order or a valid subpoena.

**Compliance and Exceptions:** It shall be the responsibility of the district administration to see that records related to the use of security cameras and recordings from security cameras are sufficient to demonstrate compliance with this policy. Uses of security cameras beyond those described in this policy shall be governed by applicable district policies and procedures. The district will comply with all applicable state and federal laws related to record maintenance and retention.

Legal References: Family Educational Rights and Privacy Act

Adopted: 2018