

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Video Surveillance

Section: Support

Code: EEACCA-AR

1. Use

- a. Video cameras will be used on district property and school transportation vehicles to ensure the health, welfare and safety of all staff, students and visitors to district property, riding in school transportation vehicles, and to safeguard district property, facilities and equipment.
- b. Video cameras may be placed and used in locations deemed appropriate by the superintendent or designee. Video cameras will be placed in areas that present safety and/or security risks to students, staff or property. No cameras will be placed in restrooms, dressing rooms or in individual classrooms. The only exception to this exclusion may be in classrooms containing expensive or high pilferage equipment. The system will be flexible enough to add or delete camera stations. A facility map showing the location of all cameras in a building will be visibly posted in each building using video surveillance and in the district office.
- c. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.
- d. Students or staff in violation of district policies, administrative regulations, school rules or civil or criminal laws shall be subject to appropriate disciplinary action. Referral to law enforcement agencies will be made as appropriate or as required by law.

2. Student Records

- a. The district will comply with provisions of law regarding student records requirements including the Family Education and Privacy Act and the Education of All Handicapped Children Act of 1975 as applicable in the district's use of video recordings. Video recordings considered for retention as a part of the student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.
- b. The district will include notice in parent/student handbooks that video cameras may be used on district property.
- c. Students will not be notified when a video camera is in use on district property.

3. Staff Records

- a. Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing access, review and release of employee personnel records.
- b. The district will include notice in personnel handbooks that video cameras may be used on district property.
- c. Staff will not be notified when video camera is in use on district property.

4. Storage/Security

- a. All video recordings will be stored and secured to ensure confidentiality.

- b. Video recordings will be stored for a reasonable amount of time after initial recording, after which such recordings will be released for erasure.
- c. Video recordings held for review of student or staff incidents will be maintained in their original form pending resolution. The recording media will then be either released for erasure or retained as necessary as a part of the student's behavioral record and/or employee's personnel record in accordance with the established district procedures.

5. Viewing Requests

- a. Requests for viewing video recordings will be limited to the appropriate employee, school administrator, transportation administrator, parent or guardian or student 18 or older or others as deemed appropriate by the principal or transportation administrator. Parent requests for viewing will be initiated through the district complaint process.
- b. If video recordings are available, requests for viewing may be made to the principal or transportation administrator.
- c. Requests for viewing will be limited to those parents or guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the principal or transportation administrator.
- d. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
- e. Approval/denial for viewing will be made within a reasonable period of time from receipt of request and will be so communicated to the requesting individual(s).
- f. Video recordings will be made available for a reasonable amount of time from the date of the request approval.

6. Viewing

- a. Actual viewing will be permitted at district sites only, including the schools, district office or as otherwise required by law.
- b. All viewing will include a school and/or transportation administrator.
- c. A written log will be maintained of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, vehicle video taped and driver and the signature of the viewer.
- d. Video recordings remain the property of the district and may be reproduced only in accordance with applicable law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

7. Purchase, Maintenance, Replacement of Equipment/Supplies

- a. The purchase of all video equipment and supplies purchase, maintenance and replacement will follow the district technology approval process.
- b. Vehicle drivers will be responsible for care of video equipment while operating district vehicles.
- c. Building administrators and/or site supervisors will be responsible for the care of video equipment on school property.

8. Installation

- a. Video surveillance cameras will be installed on District school buses in accordance with the provisions of OAR 581-53-0517.

Reviewed: 4/2/12

Approved: 4/2/12