

**Use**

1. District authorized photo and video equipment (“cameras”) may 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.
2. No unauthorized cameras (such as “Go Pros” or personally purchased equipment) will be allowed. This policy does not prohibit the use of cameras for professional development and/or educational purposes in classrooms, as allowed by law. Provided, however, distribution of video or photos of students or staff outside the classrooms is prohibited, unless authorized by the superintendent, or designee.
3. District authorized cameras may be placed and used in locations deemed appropriate by the superintendent or designee. 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 or dressing rooms.
4. Staff and students are prohibited from tampering with or otherwise interfering with cameras.
5. 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.

**Student Records**

1. 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 photo/video recordings (“recordings”). 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.
2. The district will include notice in parent/student handbooks that cameras may be used on district property.
3. Students will not be notified when or where a camera is in use on district property.

**Staff Records**

1. 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.
2. Staff will not be notified when or where cameras are in use on district vehicles or on district property.

**Retrieval of Recordings**

Only school administrators, Campus Safety and Security Monitors, Transportation Department administrators, Director of Information Technology, or designee, Director of Safety, or designee, or SROs/SRDs when acting as school officials, can retrieve archived Recordings.

**Storage/Security**

1. All archived recordings held for review will be stored and secured offline to ensure confidentiality. If the recording does not contain relevant information, it will not be held for review. At high schools, only school administrators, Transportation Department administrators, and Director of Safety, or designee, shall determine whether to hold and store recordings offline. If the recording does not contain relevant information, it will not be held offline.
2. Recordings will be stored for a reasonable amount of time on the district system after initial recording (typically 30 days), after which such recordings will be released for erasure. Transportation recordings will be typically stored for one school day.
3. Recordings held for review of student or staff incidents will be maintained in an offline designated share drive pending resolution. The recording 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.

### **Deletion of Recordings**

Only Director of Information Technology, or designee, or Director of Safety, or designee, can delete recordings from the offline share drive.

### **Viewing Requests - Parent or Guardian, Student 18 or Older, or Staff**

1. The school administrator, Transportation Department administrator, or Director of Safety, or designee, shall determine whether it is appropriate to grant a viewing request from a parent or guardian or student 18 or older or others as deemed appropriate by the administrator. If it is determined that viewing is not allowable due to FERPA (i.e., it is a student record and not subject to disclosure to non-parent/student) or privacy reasons, the requestor may submit a public records request.
2. If recordings are available, requests for viewing may be made to the school administrator or Transportation Department administrator within five school days of the date of recording.
3. Requests for viewing will be limited to those parents or guardians, student, staff and district officials with a direct interest in the proceedings as deemed appropriate by the school administrator, Transportation Department administrators, or Director of Safety, or designee.
4. Only the portion of the recording concerning a specific incident(s) will be made available for viewing.
5. No copies of the recording may be made while viewing (i.e., taking a picture/video of the recording with a cell phone is not allowed).
6. 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).

### **Requests for copies of Recordings must be made by Public Records Request.**

1. Actual viewing will be permitted at district sites only, including the schools, district office or as otherwise required by law.
2. All viewing will include a school administrator, Transportation Department administrator, or Director of Safety, or designee.
3. A written log will be maintained of viewing requests by non-staff of recordings including date of viewing, reason for viewing, and the date the recording was made.
4. 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.

### **Records Requests – Law Enforcement, Media, Department of Human Services, Insurance Companies and Other Outside Entities**

Requests for obtaining copies of recordings by law enforcement, media, Department of Human Services, insurance companies and other outside entities shall be made by public records request or subpoena.

### **Viewing by Facilities/Maintenance, IT Staff, School Safety Staff and Legal Counsel**

Notwithstanding anything to the contrary in this policy, the following viewing is allowed:

1. The Assistant Director of Maintenance, Outside Services Manager, and SROs/SRDs when acting as school officials, may view live recordings for the purposes of monitoring facility safety, maintenance and security. Office Managers, building secretaries, and Campus Safety and Security Monitors may view live recordings for the purposes of monitoring building operations at their site.
2. Director of Information Technology, or designee, may view recordings as necessary to maintain the systems and implement this policy.
3. Director of Information Technology, or designee, Director of Safety, or designee, and SROs/SRDs when acting as school officials, may view recordings as necessary for the health, welfare and safety of all staff, students and visitors to district property and vehicles and to safeguard district property, facilities and equipment.
4. Legal counsel may view recordings as necessary to provide legal advice to the district.

### **Purchase, Maintenance, and Replacement of Equipment/Supplies**

1. The purchase of all equipment and supplies, maintenance and replacement will follow the district technology approval process.

2. Vehicle drivers will be responsible for care of camera equipment while operating district vehicles.
3. Building administrators and/or site supervisors will be responsible for the care of camera equipment on school property.

**Installation**

Cameras will be installed on District school buses in accordance with the provisions of OAR 581-53-0517.

END OF ADMINISTRATIVE REGULATION

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