

The board recognizes the value of video cameras in protecting the health, safety, and welfare of its students and staff and in protecting the community's investment in school district owned property and facilities. Upon carefully weighing the privacy rights of students and staff against the school district's duty to provide a safe, secure, and orderly learning and work environment, the board has determined to authorize the use of video cameras in school buildings and upon school grounds pursuant to the following regulations:

**District-Generated Recordings:**

**Video Monitoring System**

1. Video cameras may be installed in any public area within a school building and/or upon school grounds, including but not limited to classrooms, hallways, cafeterias, libraries, computer labs, parking lots, auditoriums, break rooms, weight rooms, and gymnasiums.
2. Video cameras may not be installed in any area in which individuals possess a reasonable expectation of privacy, such as restrooms, locker rooms or private offices.
3. The precise location of video cameras shall be determined by the superintendent with the assistance of the appropriate building principal. Input from staff members may be sought to determine the most beneficial locations for video cameras.
4. Under no circumstances shall the school district's video cameras be equipped to record audio data.
5. The contents of video recordings captured by video cameras may be used as evidence in a student disciplinary matter, evaluation of staff conduct, and/or to provide evidence of any unlawful activity on school grounds.
6. Absent a reported incident, recordings may be subject to erasure after thirty (30) days.
7. Video recordings shall be kept in a secure location.

**Treatment of Recordings**

Recordings of incidents captured by video cameras located on school district property shall constitute a part of a student's education record or a staff member's personnel record, as the case may be, subject to relevant board policies and administrative regulations, including applicable record retention policies. Upon the report of an incident, or possible incident, only those persons with a legitimate educational purpose shall be permitted to view the recordings. In most instances, those persons will be the superintendent, building principal, authorized staff members, and area education agency staff members. The appropriate building principal shall keep a written log of all persons viewing the recordings stating the time, name of individual viewing the recording, date the recording was viewed, and reason the recording was viewed. If the content of the recording

becomes the subject of a student disciplinary proceeding or personnel proceeding, it may be treated like other evidence in that proceeding. Parents may request to view recordings of their children in the event the recordings are used in disciplinary proceedings involving their children. Staff members may similarly request to view any recording used in the evaluation of that staff member's conduct. Any such request shall be processed by the school district in accordance with applicable state and federal laws and regulations.

#### Notification

The school district shall annually provide the following notice to students and parents:

The Monticello Community School District Board of Directors has authorized the use of video cameras in the school district's buildings and on school property. The video cameras will be used to monitor student behavior in order to maintain a safe, secure, and healthy environment for students and staff. Students and parents are hereby notified that the content of video recordings may be used in a student disciplinary proceeding. The content of the video recordings may be a confidential student record and, if so, will be retained with other student records. Video recordings will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the administration. Parents may request to view recordings of their children in the event the recordings are used in disciplinary proceedings involving their children. Any such request shall be processed by the school district in accordance with applicable law.

The school district will annually provide the following notice to employees:

The Monticello Community School District Board of Directors has authorized the use of video cameras in the school district's buildings and on school property. The video cameras will be used to monitor student and employee behavior to maintain a safe, secure, and healthy environment for students and staff. Employees are hereby notified that the content of the video recordings may be used in an employee disciplinary proceeding. The content of the video recordings may be confidential records and, if so, will be retained in the employee's personnel file. Video recordings will only be retained if necessary for use in an employee disciplinary proceeding or other matter as determined necessary by the administration. Employees may request to view video recordings if the video recordings are placed in the employee's personnel file. Any such request shall be processed by the school district in accordance with applicable law.

The school district shall also include a general notice regarding the use of video cameras in its personnel manual and shall post written notices in conspicuous locations in areas where video cameras are in operation.

## Tampering

Students and employees are prohibited from tampering with the school district's video cameras. Students and employees found in violation of this policy will be disciplined in accordance with school district policies and may be required to reimburse the school district for any repairs or replacement necessary as a result of the tampering. In the administration's discretion, matters involving tampering with a school district video camera may be turned over to law enforcement.

## **Non-District Generated Recordings**

The use of non-district owned recording devices on school property and at school events may be regulated at the discretion of the district. Students, parents and community members will not be permitted to take recordings of other students, employees, or community members when the recording is related to education or co-curricular matters unless the recording is authorized in advance by building administration. Students and employees found to violate this policy may be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law.

It is important to foster a community spirit and sense of unity within the district. However, the district acknowledges that not every student or staff member feels comfortable or safe being recorded. At district-sponsored extracurricular events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known to district administration by a student, employee or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy their recording and may be asked to leave the event.

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