

# **LEBANON SCHOOL DISTRICT**

POLICY: 817  
SECTION: OPERATIONS  
TITLE: VIDEO SURVEILLANCE  
ADOPTED: June 15, 2020

## **817. VIDEO SURVEILLANCE**

***Note: This policy refers to video surveillance generally on district property. This policy supplements and is not intended to restrict Policy 810.2, relating to Transportation-Video/Audio Recording.***

### **Purpose**

The purpose of this policy is to authorize the use of video surveillance systems in furtherance of the district's efforts to protect school property and the health, safety, and welfare of students, employees, and visitors. When using video surveillance systems, the district must balance its need to protect persons and property with the privacy rights of students and employees. Video surveillance equipment shall be used to monitor the halls, stairwells, cafeteria, parking lots, the exterior of school buildings, and school transportation vehicles.

### **Authority**

The Board has the authority to make reasonable and necessary rules governing students' conduct on school property and school transportation. Balancing the right of privacy of students and staff against the district's duty to maintain order and discipline, the Board deems it appropriate to provide for the use of video surveillance on school grounds, school buildings, and school transportation.

### **Definitions**

For the purpose of this policy, the term **video surveillance** shall mean the use of fixed or portable cameras that provide video recordings.

### **Guidelines**

The following guidelines shall govern the use of video equipment for surveillance:

1. The district shall notify students, parents/guardians and staff that video surveillance may occur on school property and school transportation. The district shall post appropriate signs on school property and school transportation and incorporate notice on the district website and in the student handbooks.
2. Cameras shall only be installed in public areas. Cameras shall not be positioned in areas where individuals have a right to expect privacy such as in bathrooms, locker rooms, and dressing rooms.
3. The use of the video recordings from surveillance systems shall be subject to other Board policies, including policies concerning the confidentiality of student and staff records.
4. Video surveillance shall only be used to promote the order, safety and security of students, staff, and property.
5. The use of video surveillance equipment by the district shall in no way place any duty on the district to regularly monitor live images and/or video recordings.
6. Authorized personnel may use video surveillance and the resulting recordings for inquiries and proceedings relating to law enforcement, accident investigation, deterrence, training, and discipline. Video recordings may be released to third parties in conformance with the requirements of local, state or federal law.
7. Video images shall only be disseminated to determine: (1) if an individual depicted in the video image violated school rules or has knowledge of any such violation; (2) to report suspicious or criminal activity to law enforcement officials; or (3) to allow the Superintendent or designee to consult with third parties as deemed necessary.
8. The images recorded by the video camera or other recording devices shall be admissible into evidence at any disciplinary proceeding conducted by the School District.
9. The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in

accordance with established student record procedures governing access, review and disclosure of student records.

### Access to Video Footage

Any activities detected through the use of video surveillance systems that present a violation of school rules, breach of security, or possible criminal activity will be reported immediately to the appropriate authority and appropriate disciplinary consequences will be administered and/or criminal charges filed consistent with Board policy procedures.

Upon written request, and/or at the discretion of the Superintendent, a student's parents/guardians may view a recording if the student has been recorded and recommended for disciplinary action by the district. Parents/Guardians may view only the portion of the recording that documents the student's alleged misconduct. All requests must be made directly to the Superintendent in writing. The recording must be viewed in the presence of an administrator or designee.

All recorded footage is property of the Lebanon School District, unless it becomes part of a legal proceeding, at which time law enforcement agencies become responsible for the preservation and/or destruction of the recorded footage.

### **Delegation of Responsibility**

The use of video surveillance equipment in school buildings, on school grounds, on district property, and school transportation shall be supervised and controlled by an administrator or designee.