

VIDEO & ELECTRONIC SURVEILLANCE POLICY

Mountain Home School District No. 193 Board of Trustees authorizes the use of closed circuit video recording equipment (Video Surveillance) on school district property to ensure the health, safety, and welfare of all students, staff, and visitors to the District, as well as safeguard District facilities, equipment, and property.

The Board of Trustees, having carefully weighed and balanced the rights of privacy of students, employees, and visitors against the District's goal of ensuring the safety of every student, employee, and visitor while they are on school district property, and to safeguard District facilities and equipment, hereby authorizes the use of Video & Electronic Surveillance in common areas as determined to be appropriate by the superintendent.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

“Common area” means any area within the school district where there is no reasonable expectation of privacy, including, but not limited to, hallways, auditoriums, cafeterias, libraries, gymnasiums, entrances, parking areas, and school transportation.

“District property” means any property owned or operated by the district including inside any district building or on district grounds and vehicles.

“Electronic surveillance” means video/digital components of multi-media surveillance systems, including but not limited to, cameras, recording units, recordings, CD/DVDs, camera phones, tablets, etc.

NOTICE

This policy will serve as notice to staff and students, through student/parent and staff handbooks that video surveillance may occur on District premises & properties. Additional notice of the existence of electronic surveillance cameras may be posted on or about School District property and at the entrance to any school building where such electronic surveillance may be in use alerting student, staff, and patrons that the district is utilizing Video & Electronic Surveillance.

The building principal may notify students, staff and visitors at the beginning of each school year that the District will be monitored by Video & Electronic Surveillance.

USE OF ELECTRONIC SURVEILLANCE

Video & Electronic surveillance video recording may be used to determine if staff, students, or visitors have violated board policies, administrative directives, building rules, or laws. Staff,

students, or visitors may be subject to disciplinary action and/or referred to law enforcement regarding conduct observed viewing surveillance video recording.

Surveillance equipment will not be used as part of a teacher's evaluation, without consent of the teacher.

Only the superintendent, principal, techsupport, or individuals authorized by the superintendent or principal will have access to electronic surveillance recordings. All electronic surveillance recordings will comply with state and federal law.

Student or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

EDUCATIONAL AND PERSONNEL RECORDS

Electronic surveillance video recordings in common areas made for the purpose of maintaining the physical security and safety of the school and where no expectation of privacy exists may, at the discretion of the superintendent, become part of a student's educational record or a staff member's personnel record.

Disclosure of student educational records is pursuant to the Family Educational Rights and Privacy Act (FERPA). Employee records are confidential pursuant to Idaho Code Section 33-518. All video recordings that are not made a part of the educational record or a part of the personnel record shall remain the property of the district, are public records under Idaho Code Section 9-337, and are subject to public disclosure. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

All electronic surveillance that is not made a part of the educational record or a part of the personnel record is a public record subject to public disclosure under section 74-101 (11), Idaho Code, for the duration that it is maintained. The district reserves the right to edit, including concealing identities, any electronic surveillance recordings to comply with applicable state and federal law prior to any release or disclosure.

RETENTION

Video Surveillance recordings shall be stored digitally.

Video surveillance may be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the School District to investigate violations of School District policy.

All recordings shall be disposed of in a secure manner. The district shall have no duty to retain electronic surveillance recordings longer than this retention period, unless a public record request is received. The superintendent or the designated district records custodian will be responsible to review a sample of electronic surveillance on a periodic basis.



LEGAL REFERENCE:

Idaho Code Sections

18-6701 – Communications Security – Definitions

33-133 – Definitions – Student Data – Use and Limitations – Penalties

33-512 – Governance of Schools

33-518 – Employee Personnel Files

34 C.F.R. Part 99

The Family Educational Rights and Privacy Act of 1974 (FERPA)

ADOPTED: November 18, 2008

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