

# **VIDEO SURVEILLANCE**

## **I. Purpose**

The Pojoaque Valley School District (“District”) is committed to providing a safe and secure educational environment for its students, faculty, and staff. The District seeks to deter the destruction of District property and other conduct prohibited by law and District policies, as well as to aid the investigation process when disciplinary infractions are reported. The Board designates the District’s Safety and Security Coordinator (“SSC”) as its law enforcement unit responsible for the physical safety and security for purposes of FERPA compliance. The SSC is authorized to create and maintain records for law enforcement purposes, including but not limited to the creation and preservation of evidence through digital surveillance for use in potential criminal prosecutions and student disciplinary proceedings. The SSC is authorized to install and maintain a video surveillance system (“VSS”) on school campuses and in school buses (collectively District property”) throughout the District. The VSS will monitor and record activity and District property and such information may be used for law enforcement purposes.

## **II. Definitions**

- A. District property means all property owned or under the direct control of the District.
- B. Video surveillance means digital video, videotape or any other tape, computer hard-drive, CD, disk, or other device or medium used to store information from a video surveillance system.
- C. Video surveillance system means a closed circuit television camera, video, physical or other mechanical, electronic, or digital surveillance system or device that enables continuous or periodic video recording, observing, or monitoring of personal information about individuals in open, public spaces on District property.

## **III. Scope of Surveillance**

- A. The VSS shall be designed and operated so as to minimize intrusions on personal property.
- B. The VSS shall monitor only those areas on District property where individuals do not have a reasonable expectation of privacy. For example, video surveillance may monitor hallways, classrooms, parking lots, and plazas, but not washrooms or changing rooms.

- C. The VSS shall not be directed towards property or windows of property adjacent to District school sites.

**IV. Notice**

- A. Students and employees shall receive copies of this policy at the beginning of the school year or within fifteen (15) days upon enrolling in or gaining employment with the District. Reception of this policy shall constitute adequate notice to students, their parents, and District employees that the District uses a VSS to monitor activity and District property.
- B. Each District campus that uses a VSS shall post signs in public areas that video surveillance devices are used on the premises to monitor activity and District property. These postings shall constitute adequate notice to all individuals who enter onto District property.

**V. Records**

- A. The information collected and recorded by the VSS shall be used by the District to maintain a safe and secure educational environment, and may be used for law enforcement purposes.

**VI. Maintenance and Viewing of Recorded Information**

- A. Each District campus shall install its VSS in a secure location, with its operating mechanism accessible only to the SSC and the school's principal or principal's designee.
- B. The SSC, principal, or principal's designee may arrange to disclose the records and information collected by the VSS for purposes of investigation and referral to state or local law enforcement officers or for disciplinary action. The principal may authorize the disclosure of records and information in the possession of the SSC to other individuals in connection with a health or safety emergency.
- C. The SSC may arrange for the records and information collected by the VSS to be disclosed to the appropriate law enforcement authorities or third parties pursuant to a search warrant or court order in compliance with FERPA.
- D. The amount of information disclosed shall be limited to the time period reasonably related to the alleged crime or policy violation.

**VII. Retention of Recorded Information**

- A. All data downloaded, copied, and/or saved from the VSS must be stored securely in a locked container, such as a cabinet, closet, or safe located in the SSC's Office and under the control of the SSC.
- B. All data that has been saved, copied, and/or downloaded onto a CD or other medium must be dated and labeled with a unique, sequential number and the name of the school from where the data was recorded.
- C. A written log shall be kept of all access to and use of CDs, video storage devices, or other medium on which data is saved, copied, and/or downloaded. The log shall include the date and time of viewing and the names and signatures of person (s) to whom the material is disclosed. The written log shall also include the date on which the information is destroyed pursuant to Section VIII, below.
- D. Any downloaded, copied, and/or saved information that has been disclosed for investigative, disciplinary, safety, or law enforcement purposes shall be retained for twelve months (12) from the date of disclosure, or until the date of the resolution of the incident, whichever comes later.
- E. Other information maintained on the VSS shall be retained for a minimum of fourteen (14) days from the date of recording.

**VIII. Disposal of Recorded Information**

- A. After the retention period for saved, downloaded, and/or copied information has expired, the information contained on CD or other medium shall be disposed of in a manner that prevents the retrieval or reconstruction of the information contained thereon. Shredding and/or magnetically erasing the recorded information are examples of acceptable methods of disposal.
- B. After the information is destroyed, the date of disposal shall be recorded on the written log pursuant to Section VII, above.

**IX. Access to Personal Information**

The information recorded by the VSS will be disclosed only in compliance with FERPA and applicable state law.