



ECAF - ELECTRONIC MONITORING AND SURVEILLANCE

The Board of Education recognizes its continuing responsibility to ensure the District's proper and efficient operation, to protect District property, to maintain and improve student discipline and to ensure the health, welfare and safety of students, staff and other persons at District facilities, in and around District buildings and on District transportation vehicles. Toward this end, the Board supports the administration's use of video and audio-visual cameras at District facilities, in and around District buildings, and on District transportation vehicles, as well as the monitoring of communications over the District's telephone system, in accordance with this policy and governing law. The superintendent or superintendent's designee(s) shall select or otherwise approve prior to their acquisition such video and audio-visual cameras, audio telephone recorders, and related equipment.

USE OF CAMERAS

Video and audio-visual cameras may be used to monitor and record students, staff and other persons at District facilities, in and around District buildings and/or on District transportation vehicles on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities, buildings and/or transportation vehicles are in use. The use of video and audio-visual cameras may be rotated between District transportation vehicles at the discretion of the director of transportation services. Audio-visual cameras may be used to monitor and record students, staff and other persons only if sufficient notice is given to reasonably inform them of the monitoring and recording.

Neither video cameras nor audio-visual cameras may be used in restrooms, locker facilities or other areas where students, staff and/or other persons have a reasonable expectation of privacy.

Students, staff and other persons are prohibited from the unauthorized use of, and from tampering with or otherwise interfering with, the District's video and/or audio-visual cameras and related equipment.

Notices shall be posted at appropriate locations where video and/or audio-visual cameras may be used at District facilities, in and around District buildings and on District transportation vehicles that persons in such areas are subject to video and/or audio-visual monitoring and recording at any time.

TELEPHONE MONITORING AND RECORDING

Communications over the District's telephone system may be monitored and/or recorded at any time, as long as sufficient notice is given to reasonably inform all parties to the communications that such monitoring and/or recording is taking place.

Telephone recordings are and shall remain the property of the District. Authorization to listen to such recordings may be granted to District officials demonstrating a legitimate need to do so, as determined by the superintendent, security manager, or their designee(s), in accordance with governing law and, where applicable, District Policies GBJ and JRA/JRC. Authorization to listen to such recordings may be granted to individuals who are not authorized District officials only as required by law.

Listening to telephone recordings may only be permitted in the Support Services Office Complex unless otherwise authorized by the superintendent or superintendent's designee(s), or unless otherwise required by law. To the extent required by law, a written log shall be maintained of individuals listening to telephone recordings, including the date of listening, reasons for listening, date the recording was made, parties to the telephone communication (to the extent known), and signature of listener(s).

USE, STORAGE AND SECURITY OF RECORDINGS

Video, audio and audio-visual recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates the criminal code, District policies/regulations, and/or school rules.

Video and audio-visual recordings from District facilities and from in and around District buildings shall be maintained in their original form for at least seven (7) calendar days after the initial recording. Video and audio-visual recordings from District transportation vehicles shall be maintained in their original form for at least three (3) school days after the initial recording. Audio recordings of District telephone communications shall be maintained in their original form for at least seven (7) calendar days after the initial recording. After such periods the video, audio and audio-visual recordings may be deleted, erased or recorded over unless an incident has occurred in which a recording may be relevant to an investigation by District or law enforcement personnel, in which case the recording shall be maintained in its original form until the investigation and any resulting legal proceedings and/or disciplinary action is finally concluded.

Video, audio and audio-visual recordings shall be stored and secured to ensure confidentiality. The superintendent or security manager shall determine the District officials who may be granted unsupervised physical access to such recordings from some or all locations at District facilities, in and around District buildings and/or on District transportation vehicles.

STUDENT EDUCATION RECORDS

The District shall comply with all laws regarding student education records applicable to video, audio and audio-visual recordings. Recordings considered for retention as part of a student's education record shall be maintained in accordance with established procedures governing access, review and release of such records.

VIEWING VIDEO AND AUDIO-VISUAL RECORDINGS

Video and audio-visual recordings are and shall remain the property of the District. Such recordings may not be viewed by any person, including District officials granted unsupervised physical access to the recordings, except as permitted or required by law and this policy. Authorization to view recordings may be granted to individuals demonstrating a legitimate need to do so, as determined by the superintendent, security manager, or their designee(s), in accordance with governing law and, where applicable, District Policies GBJ and JRA/JRC.

Requests by individuals who are not authorized District officials under governing law or District Policies GBJ or JRA/JRC to view recordings that were made at District facilities or in and around District buildings shall be presented in writing to the security manager or his/her designee within seven (7) calendar days after the date of the recording. Requests by individuals who are not authorized District officials under governing law or District Policies GBJ or JRA/JRC to view records made on District transportation vehicles shall be presented in writing to the director of transportation services or his/her designee within three (3) school days after the date of the recording. Such written requests must include an explanation of why the requesting individual wishes to view the recording(s) at issue.

Only the portion of the recording concerning the specific incident at issue shall be made available for viewing.

The viewing of recordings may only be permitted at school buildings, in the transportation office, or in the Support Services Office Complex unless otherwise authorized by the superintendent or superintendent's designee(s), or unless otherwise required by law. All viewings shall include the security manager, the director of transportation services and/or the building principal, or their designee(s).

To the extent required by law, a written log shall be maintained of individuals viewing recordings, including the date of viewing; reasons for viewing; date the recording was made; District facility and area of facility, District building and area in or around building, or District vehicle where the recording occurred (plus name of driver); and signature of viewer(s).

Adopted by Board: April 22, 2008, effective July 1, 2008
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LEGAL REFS:

20 U.S.C. 1232g

C.R.S. 24-72-204

CROSS REFS:

GBJ, Personnel Records and Files

GDQD, Classified Staff Guidance, Reassignment, and Discipline

JK, Student Discipline, and subcodes

JRA/JRC, Student Records/Release of Information on Students

KI, Visitors to Schools