

## STUDENT SERVICES

File: JOF

### SECURITY CAMERAS AND VIDEO RECORDINGS

The Charlottesville City School Board authorizes the use of security cameras as a tool for recording activity on School Board property and buses to further protect the health, welfare, and safety of students, staff, and visitors. The use of security cameras is a valuable deterrent to inappropriate behavior and is a significant factor in protecting school division assets.

#### Use of Information Collected

Security camera recordings may be used for inquiries and proceedings related to law enforcement, student, and employee hearings. Video used as evidence for law enforcement purposes may not be altered.

Videotape/film of students produced by the division security cameras in the school and on the school bus may be considered part of a student's educational record and therefore, viewing of a videotape must adhere to regulations of the Federal Educational Rights and Privacy Act (FERPA) and Virginia Code 22.1-287.

A videotape of athletic events, concerts and plays does not hold the same confidentiality because they are public events and therefore can be shown. At the School Division's discretion, recordings of students that do not involve disciplinary or other confidential information may be released in accordance with the image permissions on file for the students shown in the footage.

#### Camera Location, Operation and Control

Placement of security cameras is restricted to public areas. Cameras will not record areas where people have a reasonable expectation of privacy (e.g. change rooms and restrooms).

Areas chosen for camera placement shall be where security concerns are more prevalent. Security cameras may be used for ongoing recording of building interior and exterior areas. These include, but are not limited to, parking lots, entrance and exit doors, and other specific interior areas identified by the principal that warrant recording. Multiple security cameras are located on the interiors of school buses. Recordings on buses may include both video and sound.

The security camera system may be in operation virtually 365 days a year and 24 hours per day. However, at the school division's discretion, video camera security may be suspended without notice. The school building security cameras will typically be recording in real-time continuously. The school bus security cameras do not have live feed access, but are recording continuously while the bus is in service.

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### Protection of Information and Disclosure

#### A. Authorization and Disclosure

Only Principals, Associate/Assistant Principals, Care & Safety Assistants, Transportation Administration, the Technology Director or designee, the Supervisor of Facilities Safety & Operations, the Chief Operations Officer, Superintendent or designee shall have access to the recordings.

Local law enforcement may have immediate access to security camera video in the event of an emergency.

Security camera video may be disclosed to school administrators for educational purposes, including student discipline matters.

If a video is used for disciplinary purposes, the video may be viewed by a student's parents or by the student if the student is 18 or older or is attending a post-secondary school (an eligible student) if the video solely features the student. The parent or eligible student may not have a copy of the security camera video. When the video involves more than one student, the parents of other students in the video must waive their rights before the video can be viewed by the student being disciplined. Unauthorized video disclosure may result in disciplinary actions.

#### B. Security and Retention of Recordings

Video recording of buildings or areas for security purposes shall be retained in a secure location and as required by the Library of Virginia retention schedules. The video will be disposed of unless it pertains to an audit, investigation, a risk management purpose, or litigation hold. Copies of security camera video preserved as evidence for student hearings will be made part of the student's education record. Copies of recordings of incidents subject to investigations, court cases, or due process hearings must be retained until resolved.

#### C. Notifications

When security cameras are installed at a school system location, signs shall be posted at the main entrance of the school building informing people that security cameras may be recording. Notices will be posted in the front interior of school buses. Parents and students will be notified annually as part of CCS FERPA required notifications.

#### D. Controlled Viewing

The video records shall be in a controlled access area or a privacy screen should be utilized as needed to block public view of the video recordings.

Approved: XXXX X, 2022

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Legal References: Code of Virginia, 1950, as amended,

The Family Educational Rights and Privacy Act, 20 U.S.C. § 1230, 1232 g, 34 C.F.R. Part 99, as amended.

Code of Virginia § 18.2-386.1, as amended. Unlawful filming, videotaping or photographing of another.

Code of Virginia § 22.1-287, as amended. Scholastic Records.

Cross Reference: JO Student Records

Joint Protocol for Charlottesville City Police and Schools