

Audio and Video Recording

The District has installed video and audio recording equipment on District property to monitor student behavior for safety purposes. Video and audio recording will occur at random times during the school year. The District will post signs notifying students and parents about the District’s use of video and audio recording equipment. Students will not be notified when a recording device has been installed or turned on.

Authorized administrators will review recordings as needed and will document any evidence of student misconduct. A student found in violation of the District’s Student Code of Conduct will be subject to appropriate discipline.

Recordings will be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA). The following guidelines will apply:

1. Recordings will remain in the custody of Clear Creek Independent School District.
2. Parents/guardians or students who wish to view a recording in response to disciplinary action taken against a student may request such access under the procedures set out by law. [See FL(LEGAL)]

Authorization

The Superintendent or designee is authorized to install and maintain a video-monitoring system on such campuses and district facilities as are deemed appropriate.

Camera Location

Cameras will be located only in common areas, reception areas and hallways of designated campuses and facilities. Cameras will not be located in individual offices or restrooms. Cameras will be located in classrooms only with specific approval of the Superintendent or designee, or in accordance with Board Policies EHBAF(LEGAL) and EHBAF(LOCAL).

System Access

System access shall be limited to campus principals, assistant principals, liaison officers, and system administrators only.

Requests for access (other than the individuals listed above) must be approved by the Chief Technology Officer, Assistant Superintendent or General Counsel.

Individual User Responsibilities

Access to the District’s video monitoring system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH]

Individual authorized users will treat archived images with the same confidentiality as is accorded to student records.

Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Archiving Images

The District is currently upgrading its video systems. Images that are captured by this system will be retained only for up to three weeks, or until no longer needed in a disciplinary, grievance or other proceeding.

Parent Access

Parental access to images shall be governed by FL(LEGAL) and FL(LOCAL). A request for access must be made in writing utilizing a form provided by the District. The appropriate Assistant Superintendent for Elementary or Secondary Education must be notified of the request.

A designated administrator must preview the image prior to viewing by the parent. The parent may view only the moment of activity or screen shot of their child's involvement and an administrator must be present during the viewing.

No copies of the video will be released to parents.