

## **Use of Audio and Video Recording Equipment**

### **Purpose and Scope of Use**

Bismarck Public Schools uses video and audio recording equipment on buses and in school buildings in order to help ensure that school buses, school premises, and individuals on school buses and on school premises are safe and secure. Any person entering a school facility, school property, at a school function, or riding a school bus, may be subject to being videotaped.

Cameras may be used for the following purposes:

- To protect the school premises from property damage;
- To deter property damage;
- To ensure the safety and security of individuals who are on the school premises;
- To monitor and deter criminal activity from occurring;
- To investigate student behavior on school vehicles transporting students to and from school, extracurricular activities, field trips, or any other school sponsored transportation.

### **Nonapplicable Provision**

This policy does not apply to covert or overt security cameras being used by or on behalf of the District as a case specific investigation tool for law enforcement purposes where there is statutory authority and/or the authority of a search warrant.

### **Use of Recorded Information**

The Superintendent and designee(s) may only use recorded information for purposes as outlined in this policy or for purposes expressly stated under state and federal law.

### **Retention and Disposal of Recordings**

1. All exported information stored on removable media or on BPS systems shall be protected with access rights, passwords, or encryption.
2. Recorded information may never be sold, publicly viewed, or distributed in any other fashion except as provided for by this policy and applicable laws.
3. All recorded information used for the purpose of this policy shall be preserved with appropriate identifiers (site, camera #, incident date/time).
4. All recorded information shall be retained and disposed per applicable laws or BPS best practices and standards document. Video footage is systematically deleted 15 days after the initial recording if a request to retain footage is not made.

## **Video Recording Equipment in Schools**

### **Camera Locations**

1. Subject to the provisions below, cameras may be placed both in and outside school building(s). Areas chosen for security cameras should serve the purpose outlined in Purpose and Scope of Use.
2. All cameras must be unconcealed, clearly visible, and operable.
3. Cameras shall not be placed in changing rooms, washrooms, and areas where students, staff, and others have a reasonable expectation of privacy.
4. Cameras located internally shall not be directed to look through windows to areas outside the building, unless necessary to protect external assets.
5. Cameras shall not be directed in adjacent, non-district buildings.

### **Notification**

Signs shall be posted advising use of video recording equipment.

### **Access to and Disclosure of Recorded Information**

1. Only authorized district personnel shall have access to the electronic security camera system.
2. Only the Superintendent or his/her designee shall be able to access, export, and/or release video.
3. Video monitors will be placed in locations free from public viewing.
4. The district shall comply with all applicable state and federal laws related to access, review, and release of video recordings that are part of the student's educational record under the Family Educational Rights and Privacy Act.
5. Access is not intended for finding lost items. Under FERPA law, guardians have the right to view recordings that are considered their student's FERPA data. Parents must work with the Principal or Assistant Principal at their child's building to view video or audio recordings.

### **Audits**

The Superintendent or his/her designee shall be responsible for auditing the use of security cameras, including recorded information.

**Video Recording Equipment on School Buses and School Vehicles****Conduct Violations**

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established district policy and regulations governing student conduct and discipline.

**Notification**

Signs shall be posted advising use of video recording equipment on the door of the school bus.

**Access to and Disclosure of Recorded Information**

1. The use of video and audio recording systems on transportation vehicles shall be supervised by the Transportation Supervisor and designated building representative.
2. The district shall comply with all applicable state and federal laws related to access, review, and release of video recordings that are part of the student's educational record under the Family Educational Rights and Privacy Act.
3. Access is not intended for finding lost items. Under FERPA law, guardians have the right to view recordings that are considered their student's FERPA data. Parents must work with the Principal or Assistant Principal at their child's building to view video or audio recordings.