



Video Surveillance Footage Policy

International High School of New Orleans (IHSNO) utilizes security and surveillance video systems both inside and outside the school buildings to keep its students and school community safe and secure, reduce risk, and support investigations. To ensure the protection of individual privacy rights in accordance with state and federal laws, this policy is adopted to formalize procedures for the installation and maintenance of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records.

Security and surveillance video shall be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure in accordance with applicable federal and state laws. Appropriate measures will be taken to protect an individual's right to privacy and hold IHSNO's information securely through its creation, storage, transmission, use, and deletion. All security and surveillance video installations are subject to federal and state laws.

Security and surveillance video is considered confidential information. IHSNO shall be responsible for maintenance of the security and surveillance video systems. Only IHSNO's Head of School shall have access to the security footage.

Security and surveillance video recordings may be disclosed and available for inspection in certain limited circumstances. However, IHSNO's security and surveillance video records are not subject to the Louisiana Public Records Law, La. R.S. 44:1 *et seq.*

Security and surveillance video recordings that do not depict, capture, or record students may be disclosed to parents or legal guardians of the school, law enforcement officials, or bona fide news organizations, as they are defined in La. R.S. 44:3.1.1, upon written request to IHSNO. IHSNO will respond to the request in a reasonable amount of time.

A different procedure must be followed when the recordings depict students. Security and surveillance video recordings that depict students may be disclosed only in compliance with the Federal Educational Rights and Privacy Act (FERPA) and other applicable federal and state laws.

Parents and legal guardians may view surveillance and security video recordings of their child. The parent's or legal guardian's viewing will be limited to only those portions of the video recording that depict their child. Parents and legal guardians shall submit requests to view surveillance and security video recordings to IHSNO in writing, specifying the recording that they



wish to inspect and state the purpose for the inspection. Copies of the video depicting their child will not be given to parents and legal guardians.

Security and surveillance video recordings that depict students may also be disclosed to law enforcement officials in circumstances compliant with FERPA and other applicable laws. This includes, but is not limited to, the disclosure of recordings of students pursuant to a lawfully-issued subpoena or when it is determined that that the information is necessary to protect the health or safety of the student or other individuals.

IHSNO shall retain security and surveillance footage for at least 30 days. When the retention period lapses, the surveillance and security footage will automatically be erased.

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