



# OGDEN PREPARATORY ACADEMY

## Official Policy

### 9. Information Systems

#### 9.10.POL Video Surveillance of School Property

**Effective/Revision Date:** 10/24/2019

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#### **Purpose**

The Ogden Preparatory Academy Board of Education (Board) supports the use of video surveillance cameras throughout the Ogden Preparatory Academy (School) Property for the purpose of enhancing school safety and security, and to diminish the potential for personal and School loss or destruction of property.

#### **Camera Location**

1. Video surveillance cameras may be used on School property and in transportation vehicles used for school business and school related events.
2. Video surveillance camera use is prohibited in any space where there is a reasonable expectation for privacy, specifically locker rooms and restrooms.
3. Video equipment may be placed in any area where there is not a reasonable expectation of privacy, including but not limited to parking lots, entrances, exits, hallways, classrooms, gymnasiums, stages, cafeterias, libraries, storage areas, and other public, shared, or common spaces. While there is not an expectation of privacy in offices and classrooms, a camera will not be placed in these locations without the approval of Administration and the notification of the primary occupant.

#### **Operation and Control**

1. Only individuals with authorization by School Administration shall have access to video security cameras, monitors, or monitoring tools and be permitted to operate the controls.
2. Authorizations can be requested through School Administration.
3. Video security cameras shall monitor and/or record only video images.
4. Special requests (outside the normal, day to day operation) to use video security shall be submitted to School Administration for review and approval. The request to use such equipment should be set forth in writing and contain the following points:
  - a. Why the equipment is needed, including supporting data;
  - b. The time period the equipment will be used;
  - c. The date of the request; and,
  - d. The name, title, and signature of the requester.

5. Administration shall consult with the Human Resources Director in matters involving employees.

### **Archival and Use of Video Recordings**

1. Information obtained through video surveillance may be used for
  - a. The promotion of a safe and orderly school environment,
  - b. Disciplinary investigations,
  - c. Protection of School and personal property,
  - d. Adherence to legal and School directives, policies and procedures,
  - e. Security, or
  - f. Law enforcement purposes.
2. Video recordings shall be maintained for a minimum of 30 consecutive calendar days.
3. Video recordings shall be routinely overwritten when storage is full.
4. Recordings shall not be destroyed as long as there is an outstanding disciplinary investigation, security, or law enforcement purpose where there is a reasonable expectation of a request to inspect and review a recording.

### **Student Education Records Management**

1. A photo or video of a student is an education record when the photo or video is directly related to a student and maintained by OPA. Education records are subject to protection under the Family Educational Rights and Privacy Act (FERPA), the OPA Data Governance Plan and other applicable School policies and procedures. Video recordings of students who are not the focus of the video (bystanders or background images) are not considered educational records.
2. Video recordings of students may be reviewed by school officials who have a legitimate educational interest.
3. Video recordings of students in non-emergency situations may be reviewed at the School by law enforcement under the supervision of a member of the Administration or District Team. The School will comply with legally documented requests for records in accordance with State and Federal Law.
4. Parents/guardians have the right, upon request, to inspect and review their student's education records maintained by the School.
  - a. In providing access to the video, OPA Administration must provide the parent of the student with the opportunity to inspect and review the video. If OPA Administration can reasonably redact or segregate out the portions of the video directly related to other students, without destroying the meaning of the record, OPA Administration is required to do so prior to providing the parent or eligible

student with access. On the other hand, if redaction or segregation of the video cannot reasonably be accomplished, or if doing so would destroy the meaning of the record, the parents of each student to whom the video directly relates would have a right under FERPA to access the entire record even though it also directly relates to other students.

### **Emergency Access to Video Surveillance**

In the event of a life threatening emergency, such as an Active Shooter, a member of local law enforcement shall be permitted real-time access to cameras at the School without the presence or permission of Administration or the District Team. This access shall be rare and will occur with the following provisions:

1. In advance of an emergency, a ~~local~~ Law Enforcement Officer will be given methods to access school premises with or without School staff present.
2. In the event of a life-threatening, emergency situation, Law Enforcement may enter a specific room in the school where a device will be enabled for real-time camera access.
3. If necessary, Law Enforcement will be provided with a username and password for the device and/or camera software.
4. Any Law Enforcement Officers granted access and permission as described above shall not:
  - a. Access live camera feeds from other devices or locations..
  - b. Use access for any circumstance other than an emergency.
  - c. Share keys, log-in credentials, or codes with others unless within the context of an emergency situation.
  - d. Download, share, or copy recordings without permission of Administration except when necessary to resolve the emergency situation.
5. Law Enforcement Officers shall inform OPA Administration of any access, usage, or shared access or usage within 2 business days of the emergency situation's resolution.

### **Document History**

Approved: 10/24/2019 *Creation of document for improved data transparency.*

### **Legal References**

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