

VIDEO SURVEILLANCE

Students of Gloucester County Public Schools may be videotaped in common areas of school buildings, in parking lots, and/or in school vehicles. The following procedures will be followed with the monitoring devices and the videos they produce:

Procedures

1. The Gloucester County Public Schools shall comply with all applicable State and federal laws related to video recordings when, as determined by the division and in accordance with law, such recordings are considered for retention as a part of the student's behavioral record. Such records also will be subject to established district student records procedures including access, review, and release of such records.

2. Videotapes are to be used to provide information to staff on violations of rules or safety or health issues. If a tape is used in a disciplinary determination, the parents or guardians will have the right to view such tape following the regulatory procedures.

3. Parents and students will be notified in the student *Code of Conduct* that video cameras are being used by the school division.

Storage

1. All videotapes are the property of the Gloucester County Public Schools. Tapes will be stored in locked files and/or locked storage areas.

2. Tapes will be rotated for taping over the previous month's records, using no more than thirty (30) tapes per camera so that there will be no more than thirty (30) school days of accumulation. If a tape is pulled for a review, another will be inserted into the cycle.

Viewing Requests

1. Viewing requests will be considered only from bus drivers, teachers, administrators, *school resource officers (SRO)*, or parents or guardians.

2. Requests for viewing can be made with the intent to observe *for* a given disciplinary determination or health or safety issue.

3. The teacher, bus driver, *SRO*, and/or administrator will have the option of previewing the video relevant to a disciplinary, health, or safety issue.

4. Requests for viewing should be made through the appropriate administrator, who will be responsible for deciding the relevancy of the request within the guidelines of this regulatory procedure.

Viewing

1. All viewing will include the appropriate administrator. Persons unrelated to a disciplinary determination will not be permitted to view videotapes.

2. A written log will be maintained of those who view the tapes, the date of viewing, the date the video was taped, the bus/school area videotaped, and the signature of the viewer.

3. Actual viewing can be done only at school-related sites: schools, the transportation office, and the administration office.

4. If misconduct is viewed, students in violation of division conduct rules will be subject to disciplinary action in accordance with established Board policy and administrative regulations governing student conduct and discipline.

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LEGAL REFERENCE:

Family Educational Rights and Privacy Act
Individuals with Disabilities Education Act

Gloucester County School Board