

1 **Provo City School District**
2 **Policy Series: 6000 Finances and Operations**



6805 P4

7 **Building Safety and Security: Security Cameras**

8
9 *Overview*

10 Security cameras are found on School District Grounds, Property or Buses.

11
12 *Purpose*

13 The purpose of this procedure is to establish a standard for the use of security cameras, DVRs, viewing
14 work stations and the resulting footage from this equipment.

15
16 *Scope/Responsibility*

17 This procedure applies to all personnel and entities working on behalf of the district that have access to
18 the camera system or is involved in a specific case where they are involved in footage review.

19
20 *General Provisions*

21 The district may use security cameras and the resulting recordings throughout the year for the protection
22 of district property and the promotion of safe schools and workplaces.

23
24 The district shall not use security cameras for other purposes unless expressly authorized by the Safety
25 and Security Committee. Only district personnel or individuals authorized by the Safety and Security
26 Committee or designee shall have access to security cameras, monitors, or monitoring tools and be
27 permitted to operate the controls, capture, or share footage.

28
29 School district grounds, buildings, property and vehicles used for district purposes may be equipped with
30 security cameras. Equipment may be placed to monitor areas where there is not a reasonable expectation
31 of privacy. These areas include school buses, school grounds, parking lots, entrances, exits, hallways,
32 front offices, gymnasiums and athletic facilities, cafeterias, libraries, elevators, and other public, shared,
33 or common spaces.

34
35 Security cameras shall not be placed in areas where there is a reasonable expectation of privacy, including
36 locker rooms, changing rooms, restrooms, lactation break rooms, private offices, and conference rooms.

37
38 Only personnel authorized by the Safety and Security Committee or designee shall install or adjust
39 security cameras or related equipment.

40
41 Appropriate signage will be posted at major entrances to school buildings, on school buses, and other
42 district property, buildings, and grounds notifying students, staff and the community that the buildings
43 and grounds may be under electronic surveillance.

44
45 By this policy, the District does not guarantee that every school interior, parking lot, general grounds,
46 building, or bus will be equipped with a security camera, that the security camera in a specific area or on a
47 specific bus will be in operation at a specific time, or that a security camera will record specific conduct
48 or expression, or that security camera resolution will be sufficient to capture images with clarity in all
49 circumstances. In communication with each school, the Information Technology department will need to
50 take the DVR/cameras offline for maintenance and no live/recorded video will be available at these times.

51
52 It is a violation of this policy to interfere, obstruct, or disable any of the School District's cameras or
53 recording systems. This includes covering the cameras, cutting the wires, or disabling the system in any
54 way.

55
56 Records relating to the total number, specific placement, and technical capabilities of the district's
57 security cameras and other security surveillance systems are classified as protected records under the
58 Government Records Access and Management Act.

59
60 *Review of Live Camera Feed and Stored Security Camera Video*

61 Security Cameras on School District Grounds, Property or Buses may be reviewed by the following
62 personnel

- 63 ● Secondary schools: Principal, All Admin, Dean of Students
- 64 ● Elementary: Principal, Facilitator
- 65 ● IT: Designated person(s) required in order to aid in maintenance and support
- 66 ● School Resource Officer when acting as a school official to promote school safety and the
67 physical security of students, or in emergency situations as allowed by FERPA
- 68 ● Others: Human Resource Department, Superintendent, Special Education Director

69
70 *Law Enforcement/School Resource Officer Access to Security Camera Video*

71 School resource officers are designated as school officials for purposes of the promotion of school safety
72 and the physical security of students, subject to any limitations of federal or state law and any applicable
73 agreement or memorandum of understanding between the District and applicable law enforcement
74 agencies. Except as allowed by FERPA, local police officers acting as "school officials" may not
75 redisclose personally identifiable information from education records to others, including other employees
76 of the officer's police department who are not acting as school officials, without consent.

77
78 *Use of Security Camera Video*

79 The district may use preserved security camera footage for any lawful purpose, including in student
80 disciplinary proceedings, employment proceedings and other district purposes.

81
82 This procedure does not apply where a law enforcement agency presents a search warrant authorizing the
83 agency's installation of video or audio surveillance on district property.
84 Security cameras shall monitor and/or record only video images where state or federal law restricts the
85 use of audio recordings. In accordance with federal and/or state laws, audio recordings shall be monitored
86 or recorded by security cameras on school buses.

87

88 Non-school personnel will be authorized to view preserved camera footage on a case-by-case basis by the
89 Safety and Security Committee or designee. Preserved footage will be released by the Safety and Security
90 Committee or designee in limited circumstances on a case-by-case basis as follows:

- 91 1) In order to protect the health and safety of all students, recordings that reveal unlawful actions
92 will be brought to the attention of and/or released to law enforcement agencies.
- 93 2) A parent/guardian of a student pictured on preserved camera footage may be permitted by the
94 Safety and Security Committee or designee to view camera footage where the camera footage is
95 determined to be an education record under FERPA.
- 96 3) A parent/guardian of a student shall be permitted to view any preserved camera footage that is
97 used in a disciplinary action against their child. Where the footage is the education record of more
98 than one child, it may be necessary to blur or redact camera footage prior to making it available
99 for viewing.
- 100 4) Camera footage that is an education record shall not be disclosed in response to a public records
101 request without parental consent unless an exception to FERPA applies allowing the disclosure. .
- 102 5) Release of any footage involving an employee must be authorized by the HR Director or designee
103 of the HR Director.

104
105 *Preservation and Storage of Security Camera Footage*

106 All camera recordings should be stored in a secure place to avoid tampering and ensure confidentiality in
107 accordance with applicable laws, regulations, and these procedures.

108
109 Typically, recordings will be saved for at least fourteen calendar days. After this time, if no incidents have
110 been reported that require the footage, it will be overwritten by the system as storage space is needed for
111 newer recordings. Some older DVR systems may have fewer days of storage. The Safety and Security
112 Committee is authorized to keep these DVRs in operation until their useful life expires.

113
114 The Safety and Security Committee or designees may preserve any available footage by creating an
115 electronic copy relevant to a possible disciplinary action, criminal, safety, or security investigation(s) or
116 for other evidentiary purposes.

117
118 Adopted: June 9, 2020