

## **Use of Video Cameras on District Premises and District Transportation**

The Board supports the use of District video cameras on District premises and District transportation as a means to monitor and maintain a safe environment for students and employees. The District video cameras may be used on District premises, including inside and/or outside District buildings; may be operated during school hours and/or during non-school hours; and may be operated on District vehicles used for transportation to and from school and school activities. District video recordings of student and/or employee activity on District premises and/or while using District transportation may be used as evidence in a student and/or employee disciplinary proceeding.

### Student Records

A video recording of student activity on District premises and/or while using District transportation may be a student record subject to Board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view a video recording of a student on District premises and/or using District transportation. If the content of the video recording becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceeding.

### Employee Records

A video recording of an employee's activity on District premises and/or while using District transportation may be an employee record subject to Board policy and administrative regulations regarding confidential employee records. Only those persons with a legitimate disciplinary and/or investigatory purpose may view a video recording of an employee on District premises and/or using District transportation. In most instances, those individuals with a legitimate disciplinary and/or investigatory purpose may be the Superintendent and any other person who supervises the employee and/or is involved in investigating and/or evaluating the employee's performance and/or conduct.

### Notices

The District will annually provide the following notice to students and parents:

The Cedar Rapids Community School District Board of Directors has authorized the use of video cameras on District premises and video cameras and audio recording equipment on District transportation. The video cameras and audio recording equipment will be used to monitor and record student behavior to maintain order on District premises and District transportation and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video and audio recordings may be used in a student disciplinary investigation and/or proceeding. The content of the video and audio recordings may be confidential student records and may be retained with other student records. Video and audio recordings may be retained if necessary, for use in a student disciplinary investigation and/or proceeding or other matter as deemed necessary by the administration.

The District will annually provide the following notice to employees:

The Cedar Rapids Community School District Board of Directors has authorized the use of video cameras on District premises and video cameras and audio recording equipment on District transportation. The video cameras and audio recording equipment will be used to monitor and record employee behavior to maintain order on District premises and District transportation and to promote and maintain a safe environment. Employees are hereby notified that the content of the video and audio recordings may be used in an employee disciplinary investigation and/or proceeding. The content of the video and audio recordings may be confidential employee records and may be retained with other employment records. Video and audio recordings may be retained if necessary, for use in an employee disciplinary investigation and/or proceeding or other matter as deemed necessary by the administration. Employees may request to view video and audio recordings involving them if the video and audio recordings are used in an employee disciplinary investigation and/or proceeding involving them.

The following notice will be placed on all District premises and/or school buildings equipped with a video camera:

This area and/or building is equipped with a video monitoring system.

The following notice will be placed on all District transportation equipped with a video camera and audio recording equipment:

This vehicle and/or bus is equipped with a video monitoring system and audio recording equipment.

#### Review of Video and Audio Recordings

The District will review video and audio recordings randomly or when necessary as a result of an incident reported by a school employee or student. Video and audio recordings may be recirculated for erasure after approximately thirty (30) days.

The review of video and audio recordings is limited to the individuals having a legitimate educational purpose and/or a disciplinary and/or investigatory purpose. A written log will be kept of those individuals reviewing video and audio recordings stating the time, name of individual viewing, and the date the video and/or audio recording was viewed.

#### District Video and Audio Monitoring Systems

District video cameras may be used as follows: used on District premises; used at all school buildings, at a select number of locations within each school building; used on all District vehicles. District Audio recording equipment may be used as follows: used on all District vehicles.

The determination of how District video cameras and audio recording equipment will be used, and the location of the video cameras will be made by the Superintendent/designee in consultation with the building principals and/or Manager of Transportation.

#### Student and Employee Conduct

Students and employees are prohibited from tampering with the video cameras and/or audio recording equipment at any location. Students and employees found in violation of this regulation will be disciplined in accordance with all applicable District disciplinary policies and rules and will reimburse the District for the cost of any repairs or replacement necessary as a result of the tampering.

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