

Use of Video and Audio Monitoring

The Board of Education recognizes that maintaining the safety and security of students, staff and district property is best implemented with a multifaceted approach. To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the Board.

Video surveillance may be utilized in and around schools, on district property and on school transportation vehicles. Cameras may be equipped with audio recording capabilities as well. Video surveillance shall be in accordance with applicable law pertaining to such use. The district also shall comply with applicable law related to maintaining video recordings.

Public inspection of video recordings shall be denied or allowed in accordance with the Colorado Open Records Act (CORA) and the Family Educational Rights and Privacy Act (FERPA). Only that portion of a video recording which records the student or which has been made a part of the student's record may be reviewed by the student and/or parents. All requests for viewing shall be handled in accordance with School District policies regarding records.

The superintendent or designee is directed to develop regulations governing the use of video surveillance in accordance with applicable law and Board policy.

Exclusions

Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this policy and shall not be permitted except as provided by state law. Recording of students for purposes of their educational programming is also not intended to be covered by this policy.

Adopted by the superintendent: September 13, 2017

Revised and recoded by the superintendent: July 17, 2019

LEGAL REFS.: 20 U.S.C. 1232g (*Family Educational Rights and Privacy Act of 1974*)
34 C.F.R. 99.1 *et seq.* (*FERPA regulations*)
C.R.S. 24-72-113 (*limit on retention of passive surveillance records*)

CROSS REFS.:

Board policies:

EL-1, Global Executive Constraint
EL-4, Communication and Counsel to the Board
EL-11, School Safety

Administrative policies:

GBEB, Staff Conduct (And Responsibilities)
JIC, Student Conduct, and subcodes
JK, Student Discipline, and subcodes
JRA/JRC, Student Records/Release of Information on Students

Use of Video and Audio Monitoring

Placement and notification

1. Video surveillance equipment may be installed in and around schools, district buildings and school transportation vehicles where there is a legitimate need for video surveillance, as approved by the superintendent or designee.
2. Equipment will not be used or installed in areas where the public, students and/or staff have a reasonable expectation of privacy, such as locker rooms and restrooms.
3. Video recording equipment may be in operation 24 hours per day on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
4. Video surveillance equipment shall not be located in an administrative office or in the school's or district's central security office.
5. Video monitors shall not be located in an area that enables public viewing.
6. Conduct and comments in publicly accessible places on district property (e.g. school hallways, buses, athletic facilities, etc.) may be recorded by video and audio devices.
7. The district shall notify students, staff and the public that video surveillance systems are present. Such notification will be included in staff and student handbooks and signs will be prominently displayed in appropriate locations throughout the district.
8. Specific notification will not be provided when a recording device has been installed or is being utilized in a school vehicle or building.

Use

1. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building principal or designee. The use of video surveillance equipment on school vehicles shall be supervised and controlled by the transportation coordinator. The use of video surveillance equipment at sites other than schools or school vehicles will be supervised and controlled by the superintendent or designee.
2. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable Board policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation.

3. The superintendent or designee will review the use and operations of the video surveillance system with each school on a periodic basis.
4. Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates state law, Board policies and/or school rules.

Storage/security

1. The district shall provide reasonable safeguards including, but not limited to, password protection, well-managed firewalls and controlled physical access to protect the video surveillance system from hackers, unauthorized users and unauthorized use.
2. Video recordings will be stored for a minimum of 15 school days after the initial recording. If the designated district administrator and/or designee know no reason for continued storage, such recordings will be erased.
3. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and Board policy.
4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used will be numbered and dated. Access to the storage devices will be limited to authorized district personnel.
5. Video recordings held by the district as student education records and/or personnel records shall be maintained in accordance with applicable law and Board policy.

Viewing requests

Requests for review of video recordings that are considered a student education record or personnel record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff and/or district officials with a direct interest in the recording as authorized by the designated district administrator. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.
2. Written requests for viewing may be made to the designated district administrator within three school days of the date of recording.
3. Approval or denial for viewing will be made within three school days of receipt of the request and so communicated to the requesting individual.
4. Recordings will be made available for viewing within five school days of the approval of the request.

5. Actual viewing will be permitted only at district sites including a school building or district administrative office, unless otherwise required by law.
6. All viewing will include the designated district administrator or designee.
7. To the extent required by law, a written log will be maintained of those viewing video recordings including the date and location of viewing, reasons for viewing, date the recording was made and the viewer's signature.
8. Recordings will remain the property of the district and may be reproduced only in accordance with applicable law and Board policy.

Approved by the superintendent: September 13, 2017

Revised and recoded by the superintendent: July 17, 2019

Document Retention and Destruction

Overview

The Board has approved the district's use of the [Colorado School District Records Management Manual](#) developed by the Colorado State Archives Department to assist the district in determining the appropriate retention period for various types of records. The district shall retain records for the time periods specified by the Records Management Manual, as may be amended from time to time, unless a longer retention period is required by state or federal law.

Purpose

This guidance covers all records and documents, regardless of physical form (including electronic documents and videos), and contains timelines and expectations for record retention and destruction. This guidance is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate Weld County School District Re-3J operations by promoting efficiency and freeing up valuable storage space.

Document Retention Schedule

Weld Re-3J will follow the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time based on its content.

RECORDS RELATED TO PROFESSIONAL DEVELOPMENT	
Virtual Classrooms or PD Courses (Google Classroom, Nearpod, PowerPoint or Google Slides) created for the purpose of teacher and/or staff professional learning. This includes materials such as training documents and videos, presentations, and other items related to current academic standards.	Until no longer needed but not to exceed 5 years
Curriculum Adoption documents, training materials, videos, and presentations related to curriculum adoption, scope and sequence, and pacing maps.	6 years from date of formal adoption
Video recordings used for the purpose of teacher professional development only and not viewed by the public.	Until no longer needed but not to exceed 5 years
Surveys and Questionnaires related to professional development such as feedback or registration or other similar	Records not retained

documents used by the district to evaluate or gain feedback from staff.	
Materials & Records of Attendance at Trainings or Workshops that document participation of school employees at seminars, conferences, or other training events sponsored or provided by the district.	5 years
Drafts & Outlines (Electronic or paper) created for the preliminary stage used in preparation of the final version of a professional development topic, course, or seminar.	Records not retained
Professional Development Certificates provided to attendees for district sponsored courses or seminars will be housed and retained in a district Professional Learning Management System.	1 year after the teacher is no longer employed by the school district

RECORDS RELATED TO TECHNOLOGY & COMMUNICATION	
District Email/Domain Accounts for Current Staff/Students <ul style="list-style-type: none"> Routine correspondence 	Maintained while active for a minimum five year rolling period
District Email/Domain Accounts for Former Staff/Students <ul style="list-style-type: none"> Routine correspondence 	2 years after last day of employment or withdrawal
Digital Storage (Google Drive) for Current Staff/Students	Maintained while active for a minimum five year rolling period
Digital Storage (Google Drive) for Former Staff/Students	1 year after last day of employment or withdrawal
Content published on the district website and subsequent pages.	Until no longer needed or no longer current

File: E-7-E (ECAAF-E)

Teacher or administrator created websites and subsequent pages.	Until no longer needed or no longer current
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RECORDS RELATED TO SAFETY & SECURITY	
Security Camera Footage	30 days

Approved by the superintendent: February 9, 2022

CROSS REFS.:

Administrative policies:

EGAEA, Electronic Communication

EHB, Records Retention