

<b>DESCRIPTOR TERM:</b>  <b>Support Services</b>	<b>Millard District Policy</b> <b>File Code: 3080</b>  <b>Approved: 03-09-23</b>
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## **CAMERA SURVEILLANCE SYSTEMS POLICY**

### **A. Purpose/Philosophy**

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 laws pertaining to such use. The district also shall comply with applicable law related to maintaining video recordings.

The surveillance camera systems shall not be utilized to monitor areas where persons have a reasonable expectation of privacy. Surveillance systems shall not replace the need for the ongoing vigilance of the district and/or school supervision/security staff. School administrators shall ensure that due diligence is observed in maintaining general campus security.

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

### **B. District Security**

1. Video and/or audio recording devices may be used to monitor the health, safety, and welfare of all students, staff, and visitors to district property and to safeguard district facilities. Such recordings may be stored as evidence of unsafe, disruptive, and/or illegal behavior and may become part of a student record, a personnel file, and/or a legal proceeding. The superintendent or his/her designee shall ensure the secure storage of these records against tampering and according to the district's record retention schedule.
2. Employees or students in violation of Board policies, administrative directives, school rules, or law shall be subject to appropriate disciplinary action. Illegal activities of employees, students, or others will be referred to appropriate law enforcement authorities.

**C. Notification**

The district administration shall notify staff and students through student/parent and personnel handbooks that video/audio surveillance **may** occur on district property. The district **may** also provide notification through the posting of such notice at the main entrances of all district buildings and property, and on all buses in which video/audio surveillance may occur.

**D. Access to Cameras**

Security cameras shall be accessible by local law enforcement officers according to protocols which shall be established in consultation with local law enforcement.

[\*Utah Code § 53G-8-805\(3\) \(2024\)\*](#)

**E. Access to Recordings**

1. Surveillance recordings will be released to the public only in conformance with applicable GRAMA provisions. In addition, the content of the surveillance recordings used as evidence in or investigation of specific student matters constitute student records which are confidential and protected under FERPA. When a surveillance recording kept in a student matter shows multiple students, then whether those students or their representatives may access the recording shall be determined on a case-by-case basis. The content of surveillance recordings used as evidence or in investigation of specific personnel matters are private records under GRAMA.
2. Staff and students are prohibited from tampering or otherwise interfering with the surveillance equipment and records. Employees or students who vandalize, damage, disable, or render inoperable surveillance cameras and/or equipment shall be responsible for such losses, damages, and costs, and shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.
3. District administrative staff may review surveillance recordings to verify the occurrence of disruptive, unsafe, and/or illegal behavior. Parents or legal guardians shall only be allowed to view material that concerns their child in relationship to an alleged incident. Requests to inspect video/audio surveillance recordings must be made in writing.
4. The District Transportation Supervisor, Building Administrator, and/or the Superintendent's designee shall review all recordings that may be created from surveillance equipment on district vehicles.

5. If the record becomes the subject of a disciplinary proceeding, it shall be treated like all other evidence in the hearing as confidential and protected. Viewing of such records shall only be permitted at school-related sites including the transportation office, school buildings, or district office. All viewing will include the building principal or his/her designee.