

The board of trustees authorizes the use of closed circuit cameras on school premises to ensure the health, safety, and well being of all staff, students, and visitors, and to safeguard district facilities and property. Cameras may be used in common areas as determined to be appropriate by the superintendent. "Common areas" means those locations to which students, employees and/or visitors have access and there is not an expectation of privacy, such as but not limited to parking lots, hallways, gymnasiums, auditoriums, and buses.

The district shall notify staff and students that surveillance recordings may occur on school premises. Notice of the existence of surveillance cameras will be posted at the entrance to any school building where such cameras may be in use.

Surveillance tapes may be used to determine if staff, students, or visitors have violated board policies, administrative directives, building rules, or laws. Staff, students, or visitors may be subject to disciplinary action and/or referred to law enforcement regarding conduct observed by viewing surveillance tapes.

The administration is authorized to determine the frequency that surveillance tapes will be regularly reviewed as well as the placement and focus point of all cameras.

Surveillance cameras will not be used as part of a teacher evaluation, without teacher consent.

Recordings may, at the discretion of the superintendent, be made a part of a student's educational record or a part of a staff member's personnel record. Disclosure of student educational records is pursuant to the Family Educational Rights and Privacy Act. Employee records are held confidential pursuant to Idaho Code Section 33-518. All tapes that are not made a part of the educational record or a part of the personnel record shall remain the property of the district, are public records under Idaho Code Section 9-337(11), and are subject to public disclosure.

The recordings shall be retained for a minimum of three days. The district shall have no duty to retain tapes longer than this retention period. The Superintendent shall designate a staff member who shall be responsible to review a sample of tapes on a regular schedule.



**LEGAL REFERENCE:**

Idaho Code Section 33-518

The Family Educational Rights and Privacy Act of 1974

**ADOPTED: November 14, 2006**

**AMENDED:**