

## SECURITY CAMERAS AND VIDEO RECORDINGS

The Albemarle County School Board (“School Board”) authorizes the use of security cameras as a tool for recording activity on School Board property to further protect the health, welfare, and safety of students, staff, and visitors. The use of security cameras is a valuable deterrent to inappropriate behavior and is a significant factor in protecting School Division students, staff, and assets. This system shall not replace the services of the School Safety Coaches and administrative staff within the school. School administrators shall ensure that due diligence is observed in maintaining general campus security.

### Use of Information Collected

Security camera recordings may be used for inquiries and proceedings related to law enforcement, student, and employee hearings. Video used as evidence for law enforcement purposes may not be altered.

Videotape/film of students produced by the School Division security cameras in the school and on the school bus may be considered part of a student's educational record and therefore, viewing of a videotape must adhere to regulations of the Federal Educational Rights and Privacy Act (FERPA) and Virginia Code 22.1-287.

A videotape of athletic events, concerts and plays does not hold the same confidentiality because they are public events and therefore can be shown. At the School Division’s discretion, recordings of students that do not involve disciplinary or other confidential information, i.e., hallways, playgrounds, parking lots, etc., may be released without consent of the parties shown on the recording. Staff are encouraged to confer with School Division Counsel in any case in which there is any question about whether a recording should be shared, posted, or distributed.

### Camera Location, Operation and Control

Placement of security cameras is restricted to public areas. Cameras will not record areas where people have a reasonable expectation of privacy (e.g. locker rooms, change rooms and restrooms).

~~Areas chosen for camera placement shall be where security is necessary.~~ Security cameras may be used for ongoing recording of building interior and exterior areas. ~~These include, but are not limited to, parking lots, entrance and exit doors, and other specific interior areas identified by the principal that warrant recording.~~ Several security cameras are located on the interiors of school buses. Recordings on buses may include both video and sound.

The security camera system may be in operation virtually 365 days a year and 24 hours per day. However, at the School Division’s discretion, video camera security may be suspended without notice. The school building security cameras will typically be recording continuously in real-time. The school bus security cameras do not have live feed access, but are recording continuously while the bus is in service.

## Protection of Information and Disclosure

### A. Authorization and Disclosure

Only the Chief Technology Officer or designee, School Division Counsel, Student Services Officer, School Safety Coordinator, School Safety Coaches, Principal, Associate/Assistant Principals, Director and Deputy Director of Transportation or designee, Director and Deputy Director of Building Services, or designee shall have access to the recordings.

Local law enforcement may have immediate access to security camera video in the event of an emergency. In non-emergency situations, local law enforcement shall be required to provide a search warrant, court order, or valid subpoena in order to receive security camera video.

Security camera video may be disclosed to school administrators for educational purposes, including student discipline matters.

If a video is used for disciplinary purposes, the video may be viewed – in the presence of a Principal or Associate/Assistant -- by a student's parents or by the student if the student is 18 or older or is attending a post-secondary school (an eligible student) if the video solely features the student. The parent or eligible student may not have a copy of the security camera video. When the video involves more than one student, ~~but will not be used for disciplinary purposes for the other students,~~ the School Division may, in consultation with School Division Counsel, will first attempt to remove or obscure the images (without destroying the meaning of the record) of some or all students depicted prior to making the video available for viewing by the student's parents or student requesting it. ~~If the School Division does not have the technical capability to remove or obscure the video images of those students for whom the video will not be used for disciplinary purposes, the School Division, nonetheless, will make it available to the requesting parents or students for viewing. However, if the video may not be used for disciplinary purposes for the other students whose images appear in the video, those students or the parents of those students in the video, as appropriate, must waive their rights before the video can be viewed by the student or parents of the student being disciplined. In other instances, the School Division~~ may, in consultation with School Division Counsel, seek written authorization(s) from the other students depicted or their parents / legal guardians.

Unauthorized video disclosure may result in disciplinary actions.

### B. Security and Retention of Recordings

Video recording of buildings or areas for security purposes shall be retained in a secure location and as required by the Library of Virginia retention schedules. The video will be disposed of unless it pertains to an audit, investigation, a risk management purpose, or litigation hold. Copies of security camera video preserved as evidence for student hearings will be made part of the

student's education record. Copies of recordings of incidents subject to investigations, court cases, or due process hearings must be retained until resolved.

### C. Notifications

When security cameras are installed at a School Division facility, signs shall be posted at the main entrance of the school building informing people that security cameras may be recording. Notices will be posted in the front interior of school buses.

Parents and students will be notified annually as part of School Division FERPA-required notifications.

### D. Controlled Viewing

The video records shall be in a controlled access area or a privacy screen should be utilized as needed to block public view of the video recordings.

Adopted: September 27, 2018  
Amended: August 25, 2022  
Equity Review: August 25, 2022

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Legal Refs: The Family Educational Rights and Privacy Act, 20 U.S.C. § 1230, 1232 g, 34 C.F.R. Part 99, as amended.

Code of Virginia § 18.2-386.1, 22.1-287.

Cross Reference: JO, *Student Records*