

Regulation 804.06-R(1): Use of Recording Devices on School Property - Regulation

Status: ADOPTED

Original Adopted Date: 05/20/2024 | **Last Reviewed Date:** 05/20/2024

The board supports the use of recording devices on district property as a means to monitor and maintain a safe environment for students and employees. District property includes district-owned land, buildings, vehicles, buses and any other property as needed. The contents of the recordings may be used as evidence in a student or employee disciplinary proceeding.

Student and Personnel Records

The content of the recordings may be a student or personnel record subject to federal and state law, board policy and administrative regulations regarding confidential student and personnel records. Generally, surveillance video that does not capture any specific incident is not a student record or personnel record. Only those persons with a legal basis or legitimate educational purpose may view the recordings. In most instances, individuals with a legitimate educational purpose may be the superintendent, building principal(s), classroom teacher, transportation director, bus driver, HR director and special education staffing team. Other employees may be designated as school officials under FERPA with authorization to view recordings for the purposes of maintaining a safe and orderly environment. This includes but is not limited to: the school resource officer(s), administrative assistants, school business manager, activities director, operations director, and technology department staff.

A parent may inspect, review or be informed of the content of the recording without consent from any student or parent of a minor student also shown in the recording, whether the student is a bystander to an incident or directly involved. The district may, but is not obligated by law to provide a copy of a recording to a parent or student upon request.

A recording during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the recording becomes the subject of a student or employee disciplinary proceeding, it will be treated like other evidence in the proceeding.

Notice

The school district will annually provide the following notice to students, employees, and parents:

The Dallas Center Grimes Community School District Board of Directors has authorized the use of recording devices on school district owned property. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

The following notice will also be placed on all school buses equipped with recording devices:

This bus is equipped with a recording /audio monitoring system.

Review of Recording Devices

Authorized personnel of the district may review the recordings randomly or when necessary as a result of an incident reported by an employee or student. The recordings may be re-circulated for erasure after 30 days

The district will maintain a log of individuals viewing the recordings stating the time, name of individual(s) viewing and the date the recordings were reviewed.

Student Conduct

Students are prohibited from tampering with the recording devices on the school property. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Employee Conduct

District-generated recordings may be used as evidence in employee disciplinary matters, as appropriate. Employees are prohibited from tampering with recording devices on school property. Employees found to be in violation of this regulation will be subject to disciplinary action as outlined in the employee handbook and relevant board policies.
