

Use of Video Monitoring Devices and Video Recordings

The Board of Education authorizes the installation of and use of video monitoring and recording devices which produce video coverage and recordings in its school buildings and on school grounds to enhance the safety and security of students, staff, and visitors; to protect school property; to monitor student and adult behavior; and as may otherwise be permitted by state and federal law. The Board of Education further authorizes the administration to allow access to video monitoring and recording devices and video recordings by law enforcement for the limited purposes, and in the limited manner, specified in administrative regulation 1331.

Legal References:

Connecticut General Statutes §10-221, Boards of Education to prescribe rules

Connecticut General Statutes §31-48d, Employers Engaged in Electronic Monitoring

Title I – Amendments to the Individuals with Disabilities Act. (PL 105-17)

Family Education Rights and Privacy Act

Policy References:

Policy and Administrative Regulation 5145.12, Search and Seizure

Policy and Administrative Regulation 5131.2, Video and Audio Recording on School Buses

Policy adopted: July 21, 2014

Policy Revised: July 27, 2020

WESTON PUBLIC SCHOOLS
Weston, Connecticut

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Student Records

1. The District will comply with provisions of law regarding student records including the Family Education and Privacy Act and the Individuals with Disabilities Education Act (IDEA), as applicable, in the District's use of video recordings ("Recordings"). Recordings considered for retention as a part of a student's behavioral record will be maintained in accordance with established procedures governing access, review and release of student records.
2. The District will include notice in parent/student handbooks that video monitoring and recording devices ("Cameras") are in use in schools and on school grounds. The District will include, as a part of its notice procedures, a link to this regulation and the governing policy.
3. Students should assume that the Cameras are in operation at all times.
4. A notice shall be posted at the entrance to each school indicating that Cameras are in operation. Such notice will be posted in a conspicuous location.

Staff Records

1. Recordings considered for retention as part of an employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing access, review and release of employee personnel records. This provision applies to all employees of the District as well as all contractors, agents and their employees.
2. The District will post notices in the main office of each school, and in a conspicuous location at other school facilities, that Cameras are in use in the District.
3. Staff should assume that the Cameras are in operation at all times.

Storage/Security

1. Recordings, and all copies thereof, will be stored and secured to ensure confidentiality.

2. Recordings identified for review of student or adult incident will be maintained in a digital format pending resolution. The Recording will then be either released for erasure or retained as necessary as a part of the student's behavioral record, employee's personnel record, or in another appropriate location in the case of an adult who is not an employee in accordance with the established District procedures.
3. For bus videos, retrieval and viewing of stored video recordings will include a school administrator and/or transportation official from the district bus company designated by the Superintendent of Schools. Employees of the district bus company will sign an agreement reflecting that they will abide by the district's student records confidentiality policy and FERPA.

Use

1. Cameras will be installed and used as directed by the Superintendent of Schools or his/her designee.
2. Staff and students are prohibited from tampering with or otherwise interfering with Camera equipment.
3. Recordings will be stored for the period of at least fourteen (14) days.

Viewing Requests

1. Requests for viewing Recordings will be limited to the administration, security personnel, and other individuals authorized by the Superintendent or his/her designee. In the event that a Recording is utilized in connection with student discipline, the parent/guardian of the student, and/or the student if he/she has reached the age of eighteen (18), will be permitted to view the recording being used in connection with the discipline. In the event that a Recording is utilized in connection with staff discipline, the staff member (and his/her union representative at the request of the employee) will be permitted to view the recording being used in connection with the discipline.
2. Except as stated below under Law Enforcement, requests for viewing Recordings by parties other than those listed herein will only be granted as may otherwise be required by law. Video recordings are related to school security, and in some cases may constitute confidential educational records pursuant to the Family Educational Rights and Privacy Act ("FERPA"), and are thus exempt from disclosure under the Freedom of Information Act ("FOIA").
3. Only the portion of the Recording concerning a specific incident(s) will be made available for viewing.

4. Approval/denial for viewing will be made in writing within no more than seven (7) school days of receipt of request and so communicated to the requesting individuals(s).
5. Recordings will be made available for viewing within no more than five (5) school days of the request approval.

Viewing

1. Actual viewing will be permitted at school sites only or as otherwise required by law.
2. All viewing will be done in the presence of a school administrator and/or a transportation official designated by the Superintendent of Schools.
3. A written log will be maintained of those viewing Recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.
4. Recordings remain the property of the District and may be reproduced only in accordance with law, applicable District student and personnel records policies and procedures, and applicable labor agreements.

Law Enforcement

1. For the purposes of this section (“Law Enforcement”), “External Cameras” shall mean Cameras which monitor the areas on the outside of the schools and other District buildings. “Internal Cameras” shall mean Cameras which monitor the interior space of the schools and other District buildings.
2. The Weston Police Department (“WPD”) will be granted access to live video coverage of all External Cameras which monitor the areas outside of the school buildings.
3. The WPD will be provided with a code to gain access to the live video on the Internal Cameras which may only be used in the case of an active threat of physical violence within the District. The District will monitor the use of this code to ensure compliance with this section.
4. The District does not authorize the use of the Internal Cameras for criminal investigations or monitoring other than may be related to the monitoring authorized in subsection 3 above. However, the Superintendent of Schools or his/her designee, in his/her discretion, may authorize the WPD to access the

Internal Cameras for use in an active police investigation. Such authorization must be in writing.

5. The District does not authorize the WPD to make recordings of the live video on the External Cameras and Internal Cameras. The WPD and/or other law enforcement agencies may request access to recordings by contacting the Superintendent or his/her designee. Unless access to recordings is required by law, access to such recordings will be at the discretion of the Superintendent or his/her designee. In the event that a recording constitutes a confidential student record, the recording may only be provided to the WPD, or other law enforcement agency, as permitted by FERPA.

Legal References:

Connecticut General Statutes, 10-221, Boards of Education to prescribe rules

Connecticut General Statutes, Section 31-48d, Employers Engaged in Electronic Monitoring

Titles I – Amendments to the Individuals with Disabilities Act (PL 105-17)

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