

## **VIDEO RECORDING**

- I. The Talbot County Board of Education believes that student and staff safety are important objectives in every school setting including school buses.
  
- II. Talbot County Public Schools has installed video recording equipment on all school buses to monitor school transportation and will be videotaping on bus routes during the school year. School facilities and grounds also have security cameras which will be recording digital video images. Video tapes and digital video recordings are considered law enforcement, educational, and/or employment records. The purpose of such tapes and images is the pursuit of safety, security, and discipline on the buses and in public areas of school facilities and grounds. No student, employee or member of the public has a reasonable expectation of privacy while on a school bus or in public areas of school facilities and grounds. However, video tapes and digital recordings may become education, employment and/or law enforcement records when viewed by an authorized school official in a situation where the tape or image are directly related to a particular problem, injury or student discipline matter.
  - A. The Superintendent or designee shall notify students, parents/guardians and staff that video surveillance will occur on every school bus and school and that video recordings may be used for all legitimate purposes, including student disciplinary proceedings and employment proceedings. In addition, a prominent notice shall be placed in each bus and school, stating that the area is equipped with a video monitoring system.
  - B. Tapes and/or digital recordings retained as part of an individual student's disciplinary record or employee's personnel record shall be maintained in accordance with law and Board policy governing the access, review and release of such records.
  - C. Bus video recordings will be maintained for six (6) days
  - D. Security video recordings are maintained in digital storage for approximately four (4) weeks, depending on the digital storage space available.
  - E. Selected copies of video recordings may be kept for longer periods of time, as needed for use in student and/or employee matters.

III. The following video recording guidelines will apply:

- A. Bus video recordings will remain in the custody of the Talbot County Public Schools' Transportation and Safety Manager and shall not be copied or released to others, subject to governing laws and regulations.
- B. Security video recordings will remain in the custody of the Superintendent or designee and shall not be copied or released to others, subject to governing laws and regulations.
- C. Only students and their parent(s)/guardian may be allowed to view a bus videotape or digital recording in response to disciplinary action taken against students. Such viewing by students, parents/guardians and other members of the public shall be documented.
- D. Only the employee or their designated representative will be allowed to view a bus videotape or digital recording in response to disciplinary action taken him/her. Such viewing by employees and their representatives shall be documented.
- E. Persons unrelated to a disciplinary incident will not be permitted to view video recordings.
- F. Requests for viewing must be made within (4) four days of receiving notification that the problem or misconduct occurred.
- G. A viewing shall be provided or denied within five (5) days of the request.
- H. Viewing will be limited to those frames and footage containing the incident.
- I. Bus drivers and school administrators may ask to view a videotape in order to observe a specific problem and work toward its solution.
- J. Viewing shall occur only at a school-related site and in the presence of the Superintendent or designee.
- K. The Superintendent or designee and members of the Talbot County Board of Education may view the video recordings in connection with any meetings, hearings, or appeals regarding disciplinary, expulsion, suspension or termination hearings where the recordings contain information/evidence relevant to the hearing.
- L. To the extent that the video recordings (education records) at issue contain information relating to any student other than one who is the subject of a disciplinary or other action, the Talbot County Public Schools may find it necessary to redact, or mask off, those portions of the records which disclose the identity(s) of students other than the student whose parent(s) are requesting to review the record. ( Citation: 34 CFR §99.12{a} )
- M. School officials shall not identify, either verbally or in writing, anyone on a recording other than the student, employee or member of the public requesting to review the recording.
- N. All costs related to the preparation of the video recordings shall be paid by the party requesting to review the recordings.

IV. STUDENTS:

- A. Tapes may be reviewed on a routine basis by the principal, Transportation Director, and/or other designee of the Superintendent and evidence of student misconduct, safety and/or security issues will be documented. At the discretion of the Superintendent or designee, video recordings also may be used to resolve complaints by students, and/or parents/guardians and to help staff maintain discipline.
- B. Students found to be in violation of the Talbot County Public Schools' conduct rules will be notified and disciplinary action will be initiated.
- C. Video recordings used for student disciplinary or other appropriate action will be treated as protected student records under the Family Educational Rights and Privacy Act.
- D. Parents will be advised that they are permitted to view the video recording, subject to the procedures contained in this policy.
- E. Video recordings are the property of the Talbot County Board of Education and shall not be released without the express approval of the Superintendent.

V. EMPLOYEES:

- A. Tapes may be reviewed on a routine basis by the principal, supervisor and/or other designee of the Superintendent and evidence of employee misconduct, safety and/or security issues will be documented.
- B. At the discretion of the Superintendent or designee, video recordings also may be used to resolve complaints by students, parents/guardians, members of the public and/or other employees and to help staff maintain discipline.
- C. Employees found to be in violation of the Talbot County Public Schools' policies and procedures and/or governing local state or federal regulations will be notified and appropriate action will be initiated.
- D. Video recordings used for employee disciplinary or other appropriate action will be treated as protected employment records under the governing privacy regulations.
- E. Video recordings are the property of the Talbot County Board of Education and shall not be released without the express approval of the Superintendent.
- F. Employees may be recorded on video at their workplace including classroom and instructional activities. Students may not be video taped without parental permission except at public events.

**CONSENT AND RELEASE**

I hereby give, grant and assign to Talbot County Board of Education (the "Board"), its employees, its successors or assigns and those acting with its authority or permission, the right, consent and permission for any purpose whatsoever to take, use, reuse, publish, republish, my child's appearance, likeness, and forms by means of photographic equipment, portraits, videos, computers or any other techniques and media, and to use any printed matter, videotape or photographic pictures/portraits of my child in conjunction therewith for advertising/promotional, Internet "web page" use, or any other school related purpose by the Board.

I hereby waive any right to inspect or approve the finished video(s) and/or photograph(s) of the eventual use to which Board may put such videos or photographs.

Individual videotaped/photographed is a minor under 18 years of age, I hereby warrant that I am the parent or legal guardian of said minor and that I have the right to contract for said minor in the above regard.

I have read the foregoing consent, release, and agreement, prior to its execution, and I am fully familiar with the contents thereof.

CHILD'S NAME:

SIGNATURE OF PARENT/GUARDIAN:

ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE: (H)

(W)

DATE:

MINOR'S AGE: