

GVS Video Surveillance Policy

Gardner Valley Charter School utilizes video surveillance equipment where appropriate, for the purposes of maintaining a safe and secure environment on our school properties and vehicles. Cameras may be installed in both interior and exterior areas where there is a legitimate need for video surveillance as determined by school administration. This policy describes how surveillance equipment should be utilized and maintained throughout the school.

Notice

Students, staff, and others shall be notified regarding the use of video surveillance systems in schools, school facilities, and on school buses. Signs stating that students, staff, and others may be videotaped shall be posted in all school facilities and on school buses where video surveillance systems have been installed, unless such placement is for the purposes of covert video surveillance.

The use of covert video recording equipment is prohibited without the approval of the School Board and Head of School.

Locations

Cameras may be installed in both interior and exterior areas where there is a legitimate need for video surveillance. Cameras may not be installed in restrooms, dressing facilities, or other areas where students, staff, or others have a reasonable expectation of privacy. The dignity of persons being video recorded must be respected. In addition, the need may arise for the placement of covert video surveillance equipment, adhering to the aforementioned exceptions regarding placement of cameras.

Access to Video Surveillance Equipment/Video Recordings

All video recordings will be stored securely. Video surveillance systems shall be accessible to and monitored only by the Head of School (or individuals authorized by the Head of School), Facilities Manager, bus driver, secretary, their designee(s), and/or School Board (if necessary). Video recordings may be reviewed on a regular basis by the Head of School or their designee, and any evidence of student misconduct shall be documented. A student found to be in violation of the school's student conduct code, school/district policies or procedures, or Colorado Revised Statutes, shall be subject to appropriate discipline or criminal adjudication. Students and guardians may request to view recordings in response to disciplinary action against the students as provided by law. Video records shall be released to law enforcement personnel upon request, for official use only.

Any requests to view video recordings are subject to the School's existing policies regarding requests to view records. There are a number of legal issues to be considered when someone other than approved school officials, school administrators, or law enforcement personnel views video recordings. The viewing of video records should always be based upon a "need to know" standard, and any parties not directly involved in an official capacity in the installation, monitoring, or reviewing of video

recordings should not be allowed access without making a request through the appropriate process and without the prior approval of the Head of School, School Board, or their designee. In general, video recordings depicting violations of the student conduct code, school/ district policies or procedures, or Colorado Revised Statutes, should be treated as disciplinary records. The School will follow all state and federal laws, including the Family Education Rights and Privacy Act (“FERPA”), for any video recording, including without limitation for determining if a recording constitutes an “education record” subject to FERPA.

Recording Retention

Video recordings will remain the property of the School and may be produced only in accordance with the law and this policy. Video recordings shall be maintained for review and investigation for not less than thirty days after which video recordings may be deleted or recycled unless an incident is reported during the time period that requires a review and retention of the recording. Video recordings made during a time period requiring review or investigation shall be maintained until incident resolution. Any video recordings related to any pending, threatened, or reasonably anticipated litigation shall be retained indefinitely. All video recordings used for evidentiary purposes shall have an accurate date and time stamp.

Adopted: Mar 18, 2024