



USE OF VIDEO MONITORING POLICY

Nevada City School of the Arts ("NCSOTA") recognizes that maintaining the health, safety, welfare and security of students, staff and school property is best implemented with a multifaceted approach. Upon carefully weighing the privacy rights of students and staff against NCSOTA's duty to provide a safe, secure, and orderly learning and work environment, the Charter Governance Council has resolved to authorize the limited use of security cameras at NCSOTA, in school buildings, and upon school grounds pursuant to the parameters described herein.

Video surveillance and the maintenance of video recordings by NCSOTA shall be in accordance with applicable laws, regulations and ordinances pertaining to such use.

The School Director or designee may develop regulations governing the use of video surveillance in accordance with applicable law and Board policy.

Use of Video Monitoring

Placement and notification

1. Video monitoring is only permitted in public areas of the NCSOTA campus and school grounds. For the purposes of this policy, public areas include but are not limited to building entrances; hallways; parking lots; front offices and customer service contact points where students, employees, and parents come and go; the library; gymnasium during public activities; buses; the cafeteria or multi-purpose room; athletic fields; blacktops and/or supply rooms.
2. Video monitoring is not permitted in areas where there is a reasonable expectation of privacy ("private areas"). For the purposes of this policy, private areas include but are not limited to restrooms, locker rooms, changing areas, private offices (unless consent by the office occupant is given), and/or classrooms. Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this policy and shall not be permitted except as provided by state law. Recording of students for purposes of their educational programming is also not intended to be covered by this policy. Video surveillance equipment may be installed in public areas in and around the school buildings and property where there is a legitimate need for video surveillance, as approved by the School Director or designee.
3. Video surveillance equipment may be in operation 24 hours per day on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
4. Video monitors or devices showing the video footage shall not be located in an area that enables public viewing.



5. NCSOTA shall notify students, parents/guardians, staff and the public that Video surveillance systems are present on campus and school grounds. Such notification will be included in staff and student handbooks and signs will be prominently displayed at all campus and facility entrances and in other appropriate locations throughout the premises.

Use

1. The use of video surveillance equipment on school grounds shall be supervised and controlled by the Safety and Facilities Coordinator and the IT Coordinator.

2. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable Board policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation and/or cost of repair/replacement in the case of vandalism..

3. The Safety and Facilities Coordinator or the IT Coordinator will review the use and operations of the video surveillance system on a periodic basis.

4. Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates applicable state, federal or local law, regulation or ordinance, Board policies and/or school rules.

Storage/security

1. NCSOTA shall provide reasonable safeguards including, but not limited to password protection, well-managed firewalls and controlled physical access MDF/IDF rooms to protect the video surveillance system from hackers, unauthorized users and unauthorized use.

2. Video recordings will be stored for a maximum of twelve (12) school days after the initial recording unless the School Director, Chair of the Charter Governance Council, Assistant Principal or local, state or federal agency with jurisdiction requests that specific footage be preserved for a longer period, in which case the applicable footage will be saved and protected with the same degree of security that other security camera footage is protected. No unauthorized copies of footage or duplicates may be made.

3. Video recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and Board policy.



4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in the Business Office. All storage devices that have been used will be numbered and dated. Access to the storage devices will be limited to authorized security personnel.
5. Video recordings held by NCSOTA as student education records and/or personnel records shall be maintained in accordance with applicable law and Board policy.

Viewing requests

1. Requests for review of video recordings that are considered a student education record or personnel record will be as follows:
2. Parents/Guardians may request to view recordings of their children only in the event the recordings are used in disciplinary proceedings involving their children, and such requests must be made in writing by the parent/guardian pursuant to NCSOTA Family Educational Rights and Privacy Act ("FERPA") Policy. Any such request shall be processed pursuant to NCSOTA's FERPA Policy and in accordance with any other applicable law. If a parent/guardian's request is granted, the faces of other students shown in the recording, who are not children of the requesting parent, may be removed and/or blurred out in order to protect their identities.
3. Video footage will only be reviewed by authorized employees if a safety or security incident or suspected incident or situation arises, and a review of the footage is appropriate. Absent a qualifying safety or security related incident or suspected incident, the security camera footage shall not be reviewed, unless express permission to review the footage is given by the School Director, Assistant Principal, or other administrative designee. In cases of a malfunction to the security monitoring system, the footage may be accessed to determine functionality by authorized employees.
4. Video footage may only be viewed in the presence of at least two (2) authorized persons, who shall include the School Director, Assistant Principal, Chair of the Charter Governance Council, the Safety and Facilities Coordinator, the IT Coordinator or other administrator designated by the School Director. Both authorized persons must be physically present with two (2) different unique access keys to access the footage.
5. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, staff and/or school officials with a direct interest in the recording as authorized by the School Director or administrative designee. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.
6. Requests for viewing may be made to the Safety and Facilities Coordinator or the IT Coordinator within 6 school days of the date of recording.



7. Approval or denial for viewing will be made within 1 school day of receipt of the request and so communicated to the requesting individual.
8. Recordings will be made available for viewing within 1 school days of the approval of the request.
9. Viewing will be permitted only at Business Office unless otherwise required by law.
10. To the extent required by law, a written log will be maintained of those viewing video recordings including the date and location of viewing, reasons for viewing, date the recording was made and the viewer's signature.
11. Recordings will remain the property of the school and may be reproduced only in accordance with applicable law and Board policy.

(Adoption date: 1/26/2023)