

## **FACILITIES AND TRANSPORTATION SERVICES**

### **Security, Safety, and Emergency Procedures**

#### **Video Surveillance**

This regulation supersedes Regulation 8614.4.

#### **I. PURPOSE**

To protect the safety and security of students, employees, and authorized visitors on school system grounds and in school system facilities.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

- A. Section III.A.1. has been revised to allow ongoing interior video monitoring and establishes parameters of its use. Also defines community engagement requirements, approval process and data submission compliance.
- B. Section III.D. has been revised to clarify funding sources for ongoing interior video monitoring systems.
- C. Section III.E. has been added that requires annual effectiveness reporting by the Superintendent to the School Board.

#### **III. MONITORING BY VIDEO CAMERAS AND OTHER IMAGING DEVICES**

##### **A. Locations Subject to Monitoring**

##### **1. Ongoing monitoring**

Video cameras and other imaging devices may be used for ongoing monitoring of building interior and exterior areas. These areas include but are not limited to parking lots, perimeters, and entrance and exit doors, cafeterias and other specific interior areas identified by the principal that warrant monitoring. Ongoing video monitoring may not be used in classrooms and areas that have a reasonable expectation of privacy, such as restrooms and locker rooms. Video cameras also may be used to monitor loading docks, food storage areas, interior rooms and closets used for storage of valuable assets, administrative office spaces determined to be high risk (such as hearing offices), warehouse areas, and interiors of school buses. Recordings on buses may include both video and sound.

Prior to implementing ongoing interior video monitoring, the principal shall conduct meetings with faculty and staff, parents, and students. The purpose of these meetings is to share information about installing cameras and to obtain feedback from these groups. A reasonable amount of time will be set aside to ensure all school community members have the opportunity to provide input and be informed. Principals will take advantage of electronic media to disseminate information and gather as much input as possible. The principal shall make a determination whether there is sufficient support for ongoing interior video monitoring based on the feedback from these groups.

The principal shall forward his or her recommendation to the Superintendent or his or her designee who shall review the recommendation to ensure compliance with the spirit of the School Board policy to include:

- a. the specific methods used by the principal to communicate the issue.
- b. the number and types of meetings.
- c. the sufficiency of time provided for engagement.
- d. the responses received.
- e. and the specific plan for camera installation.

Schools that are granted permission to utilize ongoing interior video monitoring shall submit, as required, data regarding the number of incidents in specific areas of the schools in which cameras have been installed and the number of successful investigations of incidents using video recordings.

2. Reasonable suspicion monitoring

Video cameras and other imaging devices also may be used to monitor particular locations on a temporary basis when there is reasonable suspicion of a violation of policy or regulation and reasonable suspicion that the potential violative conduct, or physical evidence relating to that conduct, may be found in the location identified for surveillance.

B. Notice and Authorization to Monitor

1. When video cameras or other imaging devices are installed on an ongoing basis at a school system location, signs shall be posted informing people that the property may be under video surveillance. The Student Rights and Responsibilities handbook and the Standards of Conduct for Pupils Riding School Buses form shall also state that video cameras may be used.
2. The determination to engage in video surveillance on the basis of reasonable suspicion shall be approved by the director of the Office of Safety and Security, who shall consult with the Department of Human Resources investigator when the proposed video surveillance involves employees and shall consult as necessary with the principal when the proposed video surveillance involves students.

3. Video cameras and other imaging devices will not be installed on an ongoing basis where there is a reasonable expectation of privacy, but students and employees do not have such an expectation regarding FCPS equipment or on most FCPS property. For example, there is no reasonable expectation of privacy in or on FCPS computers, telephones, vehicles, hallways, desks, file cabinets and other furniture, offices, conference rooms, storage and break rooms, classrooms, or grounds, and surveillance cameras may be installed in those or similar locations consistent with this regulation. Cameras and other imaging devices will not be installed in locker rooms or restrooms.

C. Use, Disclosure, and Disposition Videos and Other Images

FCPS personnel who need to review and use the images in the course of their official duties may do so. This includes school resource officers of the Fairfax County and Fairfax City Police Departments in conjunction with their duties but does not include other members of the police force except as described below.

Parents may view images of their own students. When a surveillance video involves more than one student, the parents of any student who is a primary subject of the video may review the recording but may not have a copy. Parents of students who are in the background do not have a right to view the recording.

Disclosure of student images to individuals or organizations outside FCPS may be made only with parent consent (or student consent if student is 18 years of age or older), in response to subpoena or court order, in connection with a health or safety emergency, in response to legal action against the system, or consistent with one of the other exceptions to the disclosure ban in the Family Educational Rights and Privacy Act regulations, which are listed in the Management of the Student Scholastic Record Manual, <http://www.fcps.edu/DIT/kam/docmgmt/ssrm.pdf>.

Employees may view images in which they are the subject. Disclosure of employee images to individuals or organizations outside FCPS may be made with employee consent, in response to government inquiry, in response to legal process, or in conjunction with litigation.

Video and other images from the ongoing surveillance system shall be maintained in a secure location for a minimum of 14 days and a maximum of 30 days. After not more than 30 days, the images shall be destroyed unless they pertain to an audit, investigation, actual or threatened litigation, or other ongoing system need. In such event, a DVD or other copy of the image may be made and preserved until the administrative purpose has been satisfied.

Images from temporary, reasonable suspicion surveillance shall be maintained until there is no further need for the surveillance and then shall be destroyed unless they pertain to an audit, investigation, actual or threatened litigation or another ongoing system need. In such event, a DVD or other copy of the image may be made and preserved until the administrative purpose has been satisfied.

D. Video System Procurement

The Department of Facilities and Transportation Services shall perform all permanent facility installations of video systems. The review of requests for installations will include input from the Office of Safety and Security, as well as the Department of Information Technology. Approval will be based on integration with existing or planned capabilities of the security and fire alarm system (SAFAS), systemwide consistency of equipment, appropriateness of application, and other technical specifications required by these entities. Non-instructional, non-appropriated school based funds and available proffer funding may be utilized for ongoing interior video monitoring systems. Limited bond funding may be considered for components of such systems that have an appropriate expected life cycle.

E. Reporting to School Board

The Superintendent is required to annually report to the School Board incident and survey data collected regarding the effectiveness of ongoing interior video monitoring.

See also the current versions of: Regulation 2601, Student Rights and Responsibilities  
Policy 8614, External Video Surveillance