



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Safe Schools – Use of Video/Audio Recordings
Policy Number:	ADD-TCA-E-2
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Category:	Safety
Cabinet Level Owner:	Operations

INTRODUCTION

The Classical Academy (TCA) recognizes that maintaining the safety and security of students, staff, and school property is best implemented with a multifaceted approach. To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the TCA Board.

Video surveillance may be utilized in and around schools, on school property and on school transportation vehicles. Cameras may be equipped with audio recording capabilities as well. Video surveillance shall be in accordance with applicable laws pertaining to such use. TCA shall also comply with applicable laws related to maintaining video recordings.

EXCLUSIONS/DISCLAIMER

No person should assume that the presence of a security camera on campus will guarantee safety for persons or property. Rather, security cameras are one of TCA’s tools in continuing efforts to promote campus security and safety.

This policy does not apply to cameras used for:

- academic purposes
- research, communications, or class projects
- construction monitoring and related activities
- videotaping events or live streaming for general use by TCA
- video equipment for the recording of public performance or events, interviews, or other use for broadcast or educational purposes
- law enforcement recording devices such as dash cams and body cameras
- personal mobile recording devices.

USE OF VIDEO/AUDIO RECORDING SYSTEMS

Video cameras are installed in all TCA buildings and facilities. Security cameras should not be procured, installed, or used by departments or schools without approval from the Director of Operations, the School Safety officer/Risk Manager, Lead Security Officer, or their designees. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

Security cameras will not be consistently monitored in real time, and any data obtained through monitoring will be used exclusively for security, law enforcement, and official TCA business purposes, or as otherwise required or permitted by applicable law.

Security camera recordings will be stored on servers accorded appropriate computer security with access by authorized personnel only. Security camera recordings and data are to be stored in a secure location for a minimum period of 14 days.

SECURITY CAMERA INSTALLATION AND PLACEMENT

All requests for the installation of new security cameras or relocation of existing security cameras should be made to the Director of Operations and include the basis for the request and proposed sites for placement. Operations will approve any additions or modifications with respect to security camera locations, installation, and placement. IT will oversee any new security camera installation.

Security cameras will only be positioned to record data in areas considered public, where individuals would have no reasonable expectation of privacy. In determining the appropriate placement of security cameras, Operations will consider public safety needs, building codes, privacy, and any other requirements.

Security camera equipment and technology will be purchased and maintained by IT. IT will oversee identification and implementation of standards related to technical specifications, installation, and recording. IT will maintain security camera locations. Placement of security cameras may be indicated by signage as practical and appropriate.

ACCESSING SECURITY CAMERAS

Only authorized individuals may access security camera data or recordings. Such data may be accessed for:

- maintenance of a security camera
- investigation of suspected illegal or criminal activity
- investigation of suspected activities in violation of TCA policy
- compliance with legal obligations to preserve, release, or otherwise use live feed or recorded images
- general safety and security monitoring
- security cameras are not to be utilized to conduct personnel investigations, such as workplace attendance or work quality
- security cameras are not to be used for recording traffic, weather conditions, office activities, or sports venues

PERSONS AUTHORIZED TO ACCESS SECURITY CAMERAS

- Principals and assistant principals
- Principal may authorize other staff to review images as circumstances require
- Third-parties requests for access to recordings or related materials, through a subpoena or under a Colorado Open Records Act (CORA) request, must be referred to the Director of Operations for discussion with the Cabinet.
- Review of security camera access will be done by the Director of Operations and Lead Security Officer as necessary

VIDEO/AUDIO RECORDINGS USE AND DISSEMINATION

When an incident is discovered, the principal or assistant principal may review cameras for up to a week and/or request TCA's D20 Security Officers review the images from the camera. Video recordings held for review will be maintained in their original form pending resolution of the incident.

Information and observations gleaned from security cameras are considered confidential and may only be used for official purposes by those authorized access. The hard copy, physical dissemination of information and images found on a security camera to TCA staff members, law enforcement, or for criminal investigation purposes must first be approved by the Cabinet.

Legal References

20 U.S.C. §1232g (Family Educational Rights and Privacy Act of 1974)
34 C.F.R. §99.1 et seq. (FERPA regulations)
C.R.S. 24-72-113 (limit on retention of passive surveillance records)

Cross References

GBEB-TCA Staff Conduct and Responsibilities
JIC, Student Conduct, and subcodes
JK, Student Discipline, and subcodes
JRA/JRC, Student Records/Release of Information on Students

Policy Revision History

Date	Revision Details	Revised By
10/26/23	Policy created.	Kevin Pacht