

## **VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY**

The Laconia School District authorizes the use of video and/or audio devices on District property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard the buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view.

Signs will be posted on school building to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook. Students will be responsible for any violations of school rules caught on tape by cameras.

The school district will retain the video recordings until they are erased, which may be accomplished by either deletion or copying over with new recording.

Videos containing evidence of a violation of student conduct rules and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

School district personnel for discipline and evaluation purposes may review videos tapes. If disciplinary action is taken as the results of the videotape, the parent/guardian of the student will be permitted to view the tape with the Building Principal.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district will comply with all applicable laws related to record maintenance or retention

**Adopted: April 15, 2008**  
**Revised: February 4, 2014**