**HOWARD COUNTY PUBLIC SCHOOLS**

**GUIDELINES FOR VIDEO SYSTEMS**

**IN SCHOOL FACILITIES**

**PURPOSE:** The Howard County Public School System believes that the safety and security of students and staff are top priorities. Use of school video systems (hereinafter, “system or systems”) supports the efforts of school administrators to protect personnel and property. These systems help deter bullying, vandalism, and other offenses, reinforce student and staff accountability, document chain of events, and substantiate or refute allegations of wrong doing. HCPSS recognized the need to strike a balance between an individual’s right to be free from invasion of privacy and the system’s duty to promote a safe environment for students, staff and visitors in our schools.

**USE OF VIDEO**

1. Recordings may be downloaded and/or viewed to an HCPSS computer or flash drive only by HCPSS authorized staff based on the following:
2. Receipt of a parent complaint/concern regarding an incident affecting a student
3. Request from HCPSS administrator to assist with investigating a reported incident
4. Request from a law enforcement agency or Security Coordinator
5. Only the following HCPSS officials are authorized to review recorded material from a system:
6. Central Office Executive Staff
7. School Security
8. Risk Management
9. School Administrators
10. School Resource Officers
11. A *Chain of Custody Form* will be completed by the HCPSS official who retrieves a hard drive.
12. All video/audio surveillance cameras, equipment, recordings, and images that are electronically and digitally stored on computers and hard copies are considered property of the Howard County Public School System (HCPSS) and are subject to the rules, policies, and regulation set by the Board of Education of Howard County, as well as meeting statutory standards established by local, state, and federal laws.
13. If an audio/video recording is used to support a disciplinary action against a student or staff, the portion of the recording depicting the conduct shall be retained by school administration for a minimum of one (1) year.
14. Any employee facing disciplinary sanctions based upon recorded acts of alleged misconduct shall have an opportunity to review the portion of the recording depicting the alleged acts of misconduct.
15. Security cameras will not be used to monitor staff performance.

**RELEASE OF VIDEO**

1. To protect the confidentiality of our student and staff, any request from unauthorized personnel to view recorded material must be received in writing and will be considered on a case by case basis. HCPSS may require the issuance of a subpoena authorizing the release of a video recording.
2. Video is not an educational record of any kind UNLESS it is retained/maintained by the school system, e.g., when it is used as the basis for student discipline. If it is used for the basis of discipline, then it is an educational record and is subject to FERPA Compliance.
3. For those student(s) who are disciplined as the result of an incident captured on video, the parent of that student(s) would be allowed to view the video but not receive a copy.