**EEAA**

**(See also EEA, EEAE, EEAEC & JICC)**

**RECORDING MEDIA SURVEILLANCE ON SCHOOL PROPERTY**

The Board authorizes the use of recording media surveillance devices on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The superintendent will approve appropriate locations for surveillance devices. However, such devices are not to be placed in bathrooms or locker rooms.

Recording equipment will be placed in classrooms only after school board approval following a public hearing. The administration must receive written permission and consent from the classroom teacher and the parent/guardian of all students within the classroom prior to the use of recording equipment within a classroom.

Recording media will be installed and removed on a rotating basis by District personnel appointed by the superintendent. The recording media may be reviewed by District personnel for discipline and evaluation purposes. If disciplinary action is taken as a result of a recording media, the parent/guardian may request, in writing within 5 days, to review the recording media with the superintendent and/or designate.

In the event a recording media surveillance device contains evidence of wrongdoing, the recording media will be retained for a period of not more than 3 years following the incident in question. Should the recording media be taken by prosecutorial authorities as evidence in a crime, the District will take all steps possible to arrange for a copy to be retained by the District.

The superintendent will notify staff, students, and parents through handbooks or by other means that the recording media surveillance may occur on District property. A notice will also be posted at the main entrance of all school district buildings and/or on all buses indicating the use of recording media surveillance. Students will be responsible for any violations of school rules caught on tape by cameras.

The District will comply with all applicable state and federal laws related to record maintenance and retention.

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.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

***Lewd References:***

***RSA 189:65, Definitions***

***RSA 189:68, Student Privacy***

***RSA 570-A:2***

***20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)***

Appendix: JICC-R &EEA-R

First Reading: December 12, 2006

Second Reading: January 9, 2007

Adopted: January 9, 2007

First Reading: June 22, 2015

Second Reading: August 3, 2016

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