

**CANDIA SCHOOL DISTRICT**  
**AUDIO AND VIDEO SURVEILLANCE ON SCHOOL PROPERTY**

Video and/or audio devices may be used on School District property to ensure the health, welfare, and safety of all students, staff and visitors. The Superintendent will approve appropriate locations for surveillance devices. Placement of the 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. However, such devices are not to be placed in bathrooms or locker rooms.

All persons will be responsible for any violations of school rules recorded by cameras.

Videos/audios containing evidence of a violation of student conduct rules, school board policy, 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.

Signs will be posted on school buildings to notify students, staff and visitors that video cameras may be in use. The Superintendent will ensure that parents/guardians and students be notified through the student handbook. Students will be responsible for any violations of school rules recorded by the video and audio surveillance.

All recordings shall be retained for a period of not to exceed 30 days, unless the Superintendent determines that the recording is relevant to a student management proceeding.

The Superintendent is authorized to view recordings.

Parents of a student against whom a recording is being used as part of a disciplinary proceeding will be permitted to view and listen to the recording. No other individuals shall be entitled to view or listen to the recording without express authorization of the Superintendent.

Staff (and representatives) involved in a formal personnel issue will be permitted to view the 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.

Video recordings may become a part of the student's educational or a staff member's personnel record. If an audio or video recording does become part of a student's education record, the provision of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence. The District will comply with all applicable laws related to record maintenance and retention.

Video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of the child's education. All such recordings will be maintained in accordance

with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

The school board authorizes the Superintendent to use video and/or audio recordings to the extent either required or prohibited by law.

The school board permits the video and audio recording of the following school-related activities. The following purposes are not intended to be exhaustive and may be expanded or contracted by either the administrative determination or school board action.

- Extracurricular/co-curricular activities
- Musical performances, band, concert band, ensemble, orchestra, choir
- Drama activities
- Club events
- Sporting events, including both inter and intra-scholastic
- Other activities such as student senate, yearbook school pride, ROTC
- Ceremonies, orientation, presentations, school assemblies or meetings, or any school events which occur outside of the physical classroom

Adopted: June 5, 2008  
Revised: September 3, 2015  
Revised: January 5, 2017

Legal Reference:  
RSA 570-A:2  
20 U.S.C. § 1232g (FERPA)  
34 C.F.R. Part 99, (FERPA)  
RSA 189:65, RSA 189:68