

CAMERA OPERATION AND VIDEO RECORDINGS

1. Statement of Policy

The School Board of the MSD of Wayne Township promotes safety for students, staff, and visitors to its facilities through the most efficient means available. To implement this policy, the Board authorizes the operation of video cameras in its facilities, on its property, and in its buses to improve the supervision of its facilities and create an audio and video record of conduct at certain locations and on its buses.

Recorded information from these cameras showing identifiable students shall be treated as an “education record” and shall not be produced outside of the District except pursuant to a legal obligation or release.

Video recordings showing identifiable employees shall be treated as personnel file information under the Indiana Access to Public Records Act, Ind. Code 5-14-3, and relevant administrative guidelines.

A video recording showing both identifiable students and identifiable employees within the same recording shall be subject to the provisions of this Policy applicable to video records of both employees and students.

A sign advising of the presence and possible use of video equipment shall be posted in or near the main public entrance of each District facility and in each bus in which video equipment is or may be installed. The sign shall advise all persons entering the facility or bus of the presence and possible use of video equipment to observe and record conduct in non-private areas of the facility.

2. Installation and Operation of Video Equipment in District Facilities and on District Property

A District facility may be equipped with one or more video cameras capable of recording video and audio of the persons in non-private areas of the facility. For the purpose of this Policy, “non-private area” shall mean any area on District property except for restrooms, locker rooms, and areas reserved exclusively for staff use.

Cameras may be operated at all times.

3. Installation and Operation of Cameras on District Buses

- a. Any District bus with a capacity of fifteen (15) or more passengers shall be equipped with a video camera capable of recording video and audio of the passengers, driver, and staff on the bus.
- b. Cameras shall be activated and operated at the discretion of the Director of Transportation and need not be in operation at all times.
- c. Cameras shall not be activated or deactivated by the driver.

4. No Expectation of Privacy in Public Areas or on District Buses

All speech and conduct in the non-private areas of District facilities and on a District bus is subject to being observed, recorded, preserved, and examined by means of video equipment. No person should or shall have a legitimate expectation of privacy with respect to his or her conduct or speech in the non-private area of a District property or on a District bus.

5. No Guarantee of Recording

By this Policy, the Board does not guarantee that every non-private location in every District facility and every bus will be equipped with video equipment, that the video equipment will be in operation at a specific time, or that the video equipment will record specific conduct or expression.

6. Collection and Preservation of Video Recordings of District Facilities and Property

- a. In general, video recordings shall be collected, maintained, and preserved according to the records retention schedules established by the state. However, the Superintendent or his or her designee shall establish circumstances in which video recordings may be preserved on a different schedule in administrative guidelines, such as pending litigation.
- b. If an individual desires to preserve a video recording, a written request to preserve a specific video must be received by the student's or employee's principal or immediate supervisor within seven (7) calendar days of the day the video is made, or the video may be destroyed, preserved for District use, or released for future re-use.

7. Administrative Guidelines and Forms

The Superintendent is authorized to adopt administrative guidelines to implement this Policy.

MSD of Wayne Township, Marion County, Indiana

Adopted: November 5, 2001

Revised: May 5, 2014

Revised: February 10, 2020