



*District Mission: Students graduate with the knowledge, skills and behaviors to be college and career ready.*

# Hutchinson Public Schools

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## **Video Surveillance**

From Administrative Policy JGGA: Video cameras and other surveillance equipment owned or operated by the District may be installed and used on District premises and in public areas of District facilities for the purpose of enhancing the safety of District students, employees, patrons and visitors and the security of District facilities, equipment and other property. Notice of the District's policy regarding the use of video cameras and surveillance equipment shall be posted and prominently displayed on and in all District facilities. The Superintendent shall establish guidelines for the use and operation of video cameras and other surveillance equipment and the images and data produced through the use of such equipment.

### **Guidelines for the Use of Video Cameras and Other Surveillance Equipment**

#### *Statement of Policy; Delegation of Responsibilities*

Video cameras and other surveillance equipment may be installed and used on District premises and in public areas of District facilities for the purpose of enhancing the safety of District students, employees, patrons and visitors and the security of District facilities, equipment and other property. Oversight of the District's policies and implementation of these guidelines is the responsibility of the Superintendent. The Superintendent is authorized to delegate such specific responsibilities to District employees as the Superintendent determines to be appropriate.

#### *Use of Surveillance Equipment.*

All surveillance equipment shall be owned or leased by the District. All surveillance equipment shall be operated only by and be subject to the control of persons designated by the Superintendent.. Surveillance equipment may be placed on the grounds of District facilities, on the exterior of District facilities and in the interior of District facilities as determined by the Superintendent. Available surveillance equipment shall be installed where, as and when most needed and placed to provide the best possible coverage for enhancing the security and well-being of persons and facilities.

Equipment placed inside buildings shall be located in a manner to avoid surveillance of the interior of restrooms, shower rooms, locker rooms, nurses' offices and other locations in which individuals have a reasonable expectation of privacy. With the exception of such locations, persons on District grounds and within District facilities are subject to surveillance without any reasonable expectation of privacy.

Surveillance equipment may be active and in operation and be monitored by or on behalf of the District at all times or during such times and in such locations as the Superintendent determines to be necessary or appropriate. Surveillance equipment may be capable of audio recordings as well as recording video images.

#### *Notice of the Use of Surveillance Equipment*

***USD 308 does not discriminate on the basis of race, religion, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.***

Notice of the use of video cameras and surveillance equipment shall be displayed prominently as the main entrance to each District school and at each public entrance to other District facilities. Notices also shall be posted in hallways, in libraries, cafeterias, auditoriums and other special purpose facilities as determined by the Superintendent. Notice of the use of video cameras and other surveillance equipment also shall be included in student handbooks, employee handbooks, on the District's web site and by other reasonable means of providing such notice.

#### *Use of Surveillance Images and Data*

Images and data derived from operation of the District's video cameras and surveillance equipment will be used to maintain a safe and secure educational environment and for administrative purposes including investigations, student and employee disciplinary proceedings, documentation in connection with workers' compensation and other insurance claims and other purposes approved by the Superintendent or the Board of Education. To the extent such images and data may constitute educational records, the same shall be treated in a manner consistent with the requirements of the Family Educational Rights and Privacy Act ("FERPA") and other applicable federal and Kansas law.

To the extent required by law or District policies, surveillance data shall be treated as confidential and shall be maintained in a secure environment. Such data and information shall be accessible only to employees and other personnel designated by the Superintendent except as otherwise required or permitted by law. Surveillance data and images may be provided to third parties in response to a court order or subpoena, to law enforcement personnel and otherwise with the prior written approval of the Superintendent. A written log shall be maintained of showing the date and time and the person or persons granted access to surveillance data and the surveillance data examined. When surveillance data is destroyed, the date of such destruction shall be noted on the log.

Surveillance data may be overwritten periodically in the normal and usual course of the District's affairs and in accordance with the District's policies regarding the preservation and destruction of records. In the event particular surveillance data is required beyond the normal document retention period, such information shall be maintained in a form and format adequate to document the origins, date of recording and other information as may be necessary to establish the authenticity and accuracy of such data. Questions regarding the requirements for preserving, maintaining and safeguarding the integrity of surveillance data should be directed to the District's legal counsel.

Video images and surveillance data are subject to the general provisions of the District's document retention and management policies.