

## USE OF RECORDING DEVICES ON SCHOOL PROPERTY

### District-Generated Recordings

The district believes in the importance of providing a safe and enriching learning environment possible for its students. The district uses digital recording devices on school property including school transportation vehicles to help protect the safety of district students, employees and community members; and to safeguard district property which is funded using public resources. Additionally, district-generated recordings of students engaging in the district's educational and extracurricular programs can be essential to engage positively with the school community and promote the value of public education.

In order to balance privacy and safety interests, no recording devices will be utilized on district property where individuals maintain a reasonable expectation of privacy. These areas include but are not limited to: the school nurse's office, restrooms, locker rooms, changing areas, lactation spaces and employee break areas.

Recordings of students have the potential to be considered education records. Any recordings will be maintained and accessed in compliance with the requirements of the Family Education Rights and Privacy Act and the district's policy on student records.

Employees should not record students or staff without their knowledge. Doing so may subject employees to disciplinary measures consistent with board policy and applicable employee handbooks.

Recordings will be digitally maintained and stored for an appropriate amount of time to maintain the safety of the educational environment and to safeguard district property, after which they will be destroyed. The superintendent or superintendent's designee will work with the custodian of records to establish any necessary regulations related to the secure storage, maintenance, viewing and destruction of digital recordings.

### Non-District Generated Recordings

The use of non-district owned recording devices on school property and at school events may be regulated at the discretion of the district. Students, parents and community members will not be permitted to take recordings of other students, employees, or community members when the recording is related to education or co-curricular matters during school hours unless the recording is authorized in advance by building administration. Students and employees found to violate this policy may be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law.

It is important to foster a community spirit and sense of unity within the district. However, the district acknowledges that not every student or staff member feels comfortable or safe being recorded. At district-sponsored extracurricular events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known to district administration by a student, employee or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy their recording and may be asked to leave the event.

Legal Reference:                   20 USC 1232  
                                           Iowa Code §§ 279.8

Cross Reference: 506.01 Education Records Access

- 506.01-R(1)   Education Records Access - Regulation
- 506.01-E(1)   Education Records Access - Request of Nonparent for Examination or Copies of Education Records
- 506.01-E(2)   Education Records Access - Authorization for Release of Education Records
- 506.01-E(3)   Education Records Access - Request for Hearing on Correction of Education Records

506.01-E(4)	Education Records Access - Request for Examination of Education Records
506.01-E(5)	Education Records Access - Notification of Transfer of Education Records
506.01-E(6)	Education Records Access - Letter to Parent Regarding Receipt of a Subpoena
506.01-E(7)	Education Records Access - Juvenile Justice Agency Information Sharing Agreement
506.01-E(8)	Education Records Access - Annual Notice
711.02	Student Conduct On School Transportation
711.02-R(1)	Student Conduct On School Transportation - Regulation

Approved 12/19/2022

Reviewed 05/12/2025

Revised 05/12/2025