

Guidance on retention of camera footage

Retention:

- Camera footage or images which provide evidence that is used for student discipline shall be saved in Synergy with the education record of an individual student or in an incident document that can be attached to multiple students.
- The Principal shall record with the record any information used to justify the disciplinary decision which is supported by camera footage or images. The education record shall indicate the location of the footage/image(s).
- When obtained by the District and used for student disciplinary action, video recordings or images from buses also becomes part of the student record and is treated the same as District created footage, including the applicable parent/student FERPA rights.

Durational and Other Considerations Regarding Retained Recordings:

- The duration of a recording, and whether recordings from multiple cameras should be maintained, is dependent upon the facts and circumstances of each disciplinary situation. The retention of truly duplicative recordings from multiple cameras should be avoided. However, the retention of recordings from substantially different angles may assist in preventing a student from being able to claim that a recording from a different angle would have corroborated the student's contention of the facts and circumstances that occurred.
- As a general rule, recordings should contain all the relevant footage, and not just the "smoking gun" moment. The amount of footage maintained should be sufficient to avoid a potential student defense claim that earlier footage would exonerate them if it had been retained and not allowed to be written over. Examples: A student claiming that someone in the hallway between classes must have slipped contraband into their pocket, or someone asked them to give a sealed gift package to another student after school because the gifter had to leave school early.
- If there are recordings of the times and places where defenses are alleged to have occurred, and the recordings do not corroborate the defenses, maintain the footage that does not show what is alleged. If the footage is not maintained, a principal may be put in the position where they are required to testify as to what was or was not on the missing portion of the recording. In this situation, the outcome would be based only on the credibility of the testimony of the principal, instead of best evidence, the recording of the events as they occurred.

Board Policies and Administrative Regulation:

- [BP 5143](#)
- [AR 5143](#)