

**Board of Trustees**  
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Secretary  
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**Mission:**  
**Doss CCSD will**  
create and sustain  
an environment to  
*inspire curiosity,*  
*respect tradition,*  
and *embrace excellence.*

**District Values:**  
*Love, Respect, Serve*

## 2021-2022 Doss CCSD Surveillance Monitoring Notice

**Dear Employees:** The Board of Trustees always has the safety and security of employees and students foremost in our priorities. Because of this, and in regard for being as prepared as possible, Doss CCSD has recently installed a series of security cameras on and around our campus and on the bus. The main objective of these cameras is to ensure the safety of our students and employees, but they can also be used to monitor behavior, as needed. We believe that these cameras are in the best interest of everyone at Doss CCSD. Below is a mandatory notice that we are required by law to send to all employees and students. If you have any questions, you may contact the school office at 830.669.2411. Please sign and date the acknowledgement below for our records! **Thank you!**

**NOTICE TO STUDENTS AND EMPLOYEES AND GUARDIANS  
REGARDING VIDEO RECORDING MONITORING FOR SAFETY AND SECURITY**

Please be advised that Doss CCSD has installed video recording equipment on District property to monitor safety and security of district students and employees. The video recordings may be used to monitor student behavior for safety purposes and to assist in maintaining order.

Under the Texas Education Code, the District may make a videotape of a student if the recording is to be used for the purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses.

The District will soon post notification signs around the school. Students and employees will not be notified when a recording device has been turned on or off. The Administrative Consultant will review recordings as needed and will document any evidence of student or employee misconduct.

A student found in violation of the Student Code of Conduct will be subject to appropriate discipline. Recordings will be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA). The following guidelines will apply:

1. Recordings will remain in the custody of Doss Consolidated Common School District.
2. Employees or guardians who wish to view a recording in response to disciplinary action taken against a student may request access under the procedures set out by law. [ FL(LEGAL) ]

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**Doss CCSD Surveillance Monitoring Notice: Employee Acknowledgment – 2021-2022**

I understand and acknowledge the District's procedures concerning video recording equipment on District property.

I also understand that \_\_\_\_\_ (employee name), will be held accountable for his or her conduct.

Printed Name of employee \_\_\_\_\_

Signature of employee \_\_\_\_\_

Date Acknowledgment signed \_\_\_\_\_

**Please sign acknowledgement and return to the office!**

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## August 2021

### Security Camera Protocols

#### **PURPOSE:**

Doss CCSD authorized the use of video cameras throughout the District for the purpose of enhancing school safety and security. The goals of the district are to promote and foster a safe and secure teaching and learning environment for students and employees, to ensure public safety for community members who visit school property, and to diminish the potential for personal and district loss or destruction of property.

#### **PROTOCOLS:**

**Signage and Notification:** Signage will be posted at school to notify students, parents, employees, and the general public of the District's use of security cameras. Students, parents, and employees will receive additional notification at the beginning of the school year regarding the use of security cameras in the school and on the grounds. Notification will include, but not be limited to student and employee handbooks.

**Camera Placement:** The security cameras will be installed in public areas. These areas include, but are not limited to grounds, exterior entrances or exits to school buses, school buildings, large gathering spaces such as hallways, cafeteria, and main entries. Security cameras will not be used where there is a reasonable expectation of privacy, including, but not limited to restrooms, changing rooms, special spaces, or other private offices.

**Video Viewing:** Live viewing of camera surveillance will be used to identify visitors requesting entry to the main building. Live viewing will also be used for the arrival, transition, and dismissal of students in the main hallways and gathering spaces. Live viewing will be limited to authorized personnel that have been expressly designated by the Administrative Consultant, including, but not limited to the Administrative Assistant.

The Administrative Consultant will be responsible for viewing of all recorded surveillance. Viewing recorded data will occur only when there is a safety or security concern and may include the maintenance of order and discipline. No sound is to be monitored or recorded in connection with the video surveillance system. Recordings will be treated as protected records under Family Educational Rights and Privacy Act (FERPA).

**Access to Recordings:** Any video recordings used for security purposes in school buildings or grounds are the sole property of Doss CCSD. Release of such video will be made only as permissible pursuant to applicable laws and with the permission of the Administrative Consultant. Law enforcement officials shall be granted access to video recording after giving prior notice to the Superintendent and Board of Trustees.

**Data Storage:** All video recordings are stored in a secure data cloud to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. At this time, recordings will be archived indefinitely. Doss CCSD will use a video surveillance service for maintenance of the security camera systems, and for the retrieval of recorded data if assistance is necessary.

**Legal References:** US Department of Justice, Office of Programs Published Research Report, and Family Educational Rights and Privacy (FERPA), Texas Association of School Boards Policy Consultants (TASB).

**RECORDED:** Protocols Presented for Board Approval; Notices Presented for Acknowledgement Annually