

PROCEDURE TITLE: RETENTION AND DISCLOSURE OF HARFORD COUNTY PUBLIC SCHOOLS ("HCPS") VIDEO RECORDS PROCEDURE		
ADOPTION/EFFECTIVE DATE: December 6, 2022	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Safety and Security		

I. Purpose

The Board recognizes that the use of surveillance cameras on school grounds and on school buses is an important tool in the management of student safety. Protecting the privacy of students is paramount and must be maintained in accordance with federal, state, and local laws and regulations.

II. Definitions

A. *Authorized user* means HCPS staff members responsible for management and oversight of video recordings from HCPS surveillance cameras for legitimate safety and security reasons. These individuals include the following:

1. HCPS Office of Safety and Security (OSS) chief, including OSS staff designated by the chief and School Resource Officer (SRO).
2. HCPS Office of General Counsel (OGC) or OGC designee
3. HCPS Office of Transportation (OT) director and OT staff members authorized by the OT director to access and export footage of bus cameras
4. HCPS Office of Risk Management (ORM) or ORM designee
5. HCPS Office of Technology and Information Systems (OTIS) or OTIS designee, including third party technology vendors pursuant to contract.
6. HCPS Office of Student Support Services (OSSS) or OSSS designee
7. HCPS Office of Elementary and Secondary Education Services (OESES)
8. HCPS school principals or designee
9. HCPS school-based staff authorized by the principal to access and export HCPS video footage from school security cameras

B. *Authorized viewer* means an individual who has been granted permission to view specified videos, as set forth as set forth in HCPS Form, Request to