

<u>Section C:</u>  <b>General School Administration</b>	<b>Knox County Board of Education Policy</b>		
	<b>Surveillance Photograph/Video Retention and Viewing</b>	Descriptor Term:	Descriptor Code:
		Issued:	
	Revised:		

1  
2 **GENERAL**

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4 The Knox County Schools (KCS) system equips schools with video camera systems which are intended  
5 to help school administrators monitor student behavior and to promote safety within the school as a whole.  
6 Video is also made available to law enforcement officials in certain circumstances in order to assist with  
7 investigations.

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9 The video systems in place collect video and save it for a period of time (30 days). Video recordings may  
10 be stored for up to 30 days after initial recording, whereupon such recordings may be erased/overwritten.  
11 Video recordings stored after 30 days would be rare and may occur in areas without significant activity  
12 within a school.

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14 For the purposes of this policy, the term “video” is considered to include still photographs or still  
15 photographic frames captured from video files as well as video from any camera permanently affixed to  
16 a school facility.

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18 **SCHOOL SYSTEM PERSONNEL ACCESS TO SURVEILLANCE VIDEO**

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20 In order to maintain the integrity of surveillance video for disciplinary and legal actions, access must be  
21 limited, and chain of custody strictly maintained. Therefore, only school security officers and other KCS  
22 Security Department personnel will be equipped and authorized to recover videos and photographs from  
23 surveillance video systems. Additionally, school administrators will be able to access video for viewing,  
24 but the Knox County Schools Security Department will be the only school system entity to maintain the  
25 necessary technology to format the video files for viewing by other persons or entities.

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27 School principals, their designated representatives, and other district supervisory personnel may request  
28 saved video for a particular day and time period by contacting the school’s security officer and/or the  
29 Knox County Schools Security Department. The security department will arrange to retrieve the  
30 requested video and format it for further use by the requesting administrator. Law enforcement officials  
31 may request video in the same manner, but KCS will consult with the Knox County Law Department and  
32 that department will review this request prior to the release of any video to ensure the Family Education  
33 Rights and Privacy Act and other student privacy statutes and regulations are not violated.

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35 **VIDEO RETENTION**

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37 Unless there is an incident which requires disciplinary or administrative action, there is no expectation  
38 that the video files captured by any KCS school surveillance video system will be archived.  
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1 School surveillance video which is formatted and provided to school administrators will be archived and  
2 retained for a minimum of one year or until any disciplinary or administrative action associated with the  
3 video is complete – whichever is greater.  
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5 It is presumed any video files provided to law enforcement will be archived by the receiving entity. Such  
6 video files will be archived by the Knox County Schools and retained for one year or until any disciplinary  
7 or administrative action associated with the video is complete – whichever is greater.  
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## 9 **PARENTAL ACCESS TO VIDEO**

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11 Parent(s) or legal guardian(s) may request to view archived video that is associated with an incident or  
12 disciplinary action involving their (his, her) student. This request should be made in writing to the Chief  
13 of Communications for the Knox County Schools. If a principal receives a request for a video, that  
14 request must be forwarded to the Chief of Communications. The video will be prepared for viewing to  
15 ensure to the extent possible that no violation of any privacy statute or regulation would occur through  
16 the requested viewing.  
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18 Parents/legal guardians must view the prepared video in the presence of either a school principal, the  
19 Chief of Security, or his/her designee, or other district supervisory personnel.  
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21 If a parent or legal guardian wishes to view video that has been provided to a law enforcement agency,  
22 the parent must address that request directly to the appropriate law enforcement entity.  
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24 Copies of video will not be released except through appropriate legal discovery or court action.  
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### 39 Legal References:

- 40 • Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.
- 41 • T.C.A. § 10-7-504 (a)(4).
- 42 • Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and  
43 Secondary Schools, U.S. Department of Education (October 2007), available at  
44 <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/index.html>.
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46 Approved as to Legal Form  
47 By Knox County Law Director 1/11/2024  
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