La Joya ISD Special Education & Specialized Instruction Department

Video and Audio Recording

Who can make a request?

- Parent, staff member, principal, asst. principal, or the board of trustees can submit a written request for Video & Audio Recording.
    - A "staff" member includes the following: teacher, related service provider, paraprofessional, or counselor.

What students qualify for video/audio recording in classrooms?

- Students who are in the ECSE/SCU/SAU more than 50% of the instructional day meet the requirement for video and audio recording in the classroom.

What forms are needed?

- If a parent or staff member is making a request for an **initial setup** or **to turn on already installed cameras** **for a new school year** of video and audio recording, they must submit **Form 1.1** to their campus principal.
    - **Initial Setup:**
        - The campus principal is responsible for submitting **Form 2.1** upon receiving **Form 1.1** within **7 school/business days** to the **Special Education Department.**
    - **Already Installed Cameras:**
        - The campus principal is responsible for submitting **Form 2.2** upon receiving Form 1.1 within **7 school/business days** to the Special Education Department.

Camera Setup Guidelines

- Campus Principal emails **completed Form 1.1** AND **either Form 2.1** OR **2.2** to the Special Ed. Director. The district will have 45 school/business days from the date the principal provided written response to requestor to install or turn on video/audio recording. If the systems are not functioning within the 45-day timeline, the district must file for extension with TEA prior to timeline expiring.
    - **Initial Setup Cameras:**
        - The Special Education Department will process request and coordinate with the Technology Department. Campuses will receive an estimated timeframe of when equipment will be ready to record.
    - **Already Installed Cameras:**
        - The Special Education Department will process request and contact the Technology Department. The Technology Department will check equipment for appropriate functioning, arrange any need for maintenance and provide an estimated timeframe of when equipment will be ready to record.

Notice of Recording

- Before cameras are turned on, the campus principal must provide the Special Education Notice of Recording **(Form 3.1)** to parents of children in the class**r**oom where monitoring will be and to staff members assigned to work in the designated classroom.
- The Technology Department will advise the campus Principal when cameras are turned on. Video/Audio access must include all areas of the room for exception of bathroom or changing area. Notice of recording must be posted outside classroom door **(Form 5.1)**.

****By law, video/audio access is NOT to be used for continuous monitoring of students or staff.**

- **10 days before the end of the school year**, the campus principal must provide written notice **(Form 4.1)** to the parent of every student in the designated classroom that cameras **will not be turned on** the following year **UNLESS** the district receives a **new request (Form 1.1)**.

What warrants viewing and who can view?

- If a report is made by a parent, an INCIDENT REPORT **(Form 6.1)** must be completed and submitted to the PD Designee.
- The PD designee will access and review footage. Footage will then be released to the campus principal. The response to the requestor must be made within 10 district business days of request to view footage (Incident report date).
- The following individuals are permitted to have authority to view recordings when incident is reported: parent, district employee who is involved in alleged incident, school nurse, district administrator trained in de-escalation/restraint techniques, HR designee by board to respond to investigation, peace officer, DFPS and/or appropriate agency such as SBEC.