



Notice of Activation of Video and Audio Recording Equipment

June 2018

Dear Teachers and Employees:

As required by law, this **letter serves as notice** that the San Augustine High School and San Augustine Elementary have installed video and audio recording equipment in the special education classrooms.

The sole purpose of video and audio monitoring is to promote the safety of students receiving special education services, and the recordings may not be used for any other purpose. Regular or continual monitoring of these recordings is prohibited. The video and audio equipment will operate throughout the year during instructional hours.

The District will maintain the footage from these recordings for at least three months, as required by law.

Please contact the campus principal or myself with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Anna Sharp".

Anna Sharp
San Augustine ISD
Special Education Director