

USE OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT

The Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public which has occasion to use school facilities, the Board supports the use of surveillance cameras when necessary in its schools, its buses and/or on school grounds. District surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy." Audio recordings shall not be utilized by the School District officials; such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

To further the Board's objective, the School District's District-wide Safety Team shall meet as appropriate and/or deemed necessary to develop, implement and review District and building level safety practices. The Team shall also make recommendations to the Superintendent regarding the implementation and use of surveillance cameras as authorized by the Board of Education. The Board of Education shall retain final decision-making authority regarding the recommendations of the Safety Team

In determining the most appropriate use and implementation of surveillance cameras in the schools, school buses and/or on school grounds, the District-wide Safety Team's recommendation will be guided by, at a minimum, the following considerations:

- a. Demonstrated need for the device at designated locations;
- b. Appropriateness and effectiveness of proposed protocol;
- c. The use of additional, less intrusive, means to further address the issue of school safety (e.g., restricted access to buildings, use of pass cards or identification badges, increased lighting, alarms);
- d. Right to privacy and other legal considerations (which should be referred to the School Attorney for review and compliance with applicable laws and regulations); and
- e. Expense involved installing and maintaining the use of surveillance cameras at designated locations, including school buses and/or on school grounds.

Any recording used for surveillance purposes in school buildings, school buses and/or on school property, shall be the sole property of the District; and the Superintendent or his/her designee will be the custodian of such recordings. All recordings will be stored on the hard drive for up to 23 days. If it is necessary to download any file it will be stored on CD-ROM and secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations.

Request for viewing a recording must be made in writing, consistent with all State and Federal regulations to the Superintendent or his/her designee and the recording will be released if the request is granted. Such viewing must occur in the presence of the

District's designated custodian of the recording. Under no circumstances will the District's recording be duplicated and/or removed from District premises unless it is in accordance with a court order and/or subpoena.

Signage/Notification Regarding Use of Surveillance Cameras in School Buildings,
School Buses and/or on School Grounds

Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of surveillance cameras.

Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school buses and/or on school grounds. Such notification may include, but is not limited to, publication in the District calendar, employee handbook, and student handbook. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

Cross-ref: 7240, Student Records Access and Challenges
5550, Title I/PCEN Programs and Services
5683, Emergency Plans

Adoption Date: October 10, 2006
Revised Date: February 9, 2016