

Students

Conduct

Electronic Surveillance

The Board of Education recognizes Salisbury Central School's responsibility to maintain order and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records it maintains. The Board recognizes the value of surveillance systems in monitoring activity on school property and in school vehicles to protect the health, welfare and safety of its students and staff. The Salisbury Central School students and staff recognize that their security and safety depends upon the capacity of Salisbury Central School to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected. The use of recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student records.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against Salisbury Central School's duty to maintain order and discipline, finds that it is appropriate to provide for the use of camera surveillance in its transportation vehicles and on school grounds as follows:

Surveillance System Operation

1. The Board or its administrators may use camera surveillance: 1) to monitor and protect SCS property; 2) to foster the safety and security of students, staff, and visitors while at work or participating in school functions; 3) in response to specific inquiries and proceedings relating to law enforcement; and 4) when warranted for specific student discipline. Surveillance data may not be used for any other purposes.
2. Cameras will be utilized on school grounds and on buses as recommended by the Principal, the Safety Committee, the Superintendent and the current bus transportation provider. The Principal shall notify parents, students, staff, and the public that such surveillance may occur. Such notification will occur through incorporation of this information in the school student handbook and/or other communications from the Administration and through clearly written signs displayed near the main entrance of each school as well as on buses. The management of the bus transportation provider will

have primary responsibility for monitoring bus surveillance; however the Principal will have access to that information as necessary upon request.

3. The Salisbury Central School Safety Committee shall meet as appropriate and/or deemed necessary to develop, implement and review its safety practices. The Committee shall also make recommendations to the Board regarding the implementation and use of surveillance cameras to be authorized by the Board of Education. The Principal shall act as the spokesperson regarding the recommendations of the Safety Committee.
4. Surveillance equipment will be installed prominently. Equipment should not monitor areas where the students, employees and public have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms. Electronic data recording equipment may be in operation 24 hours per day.
5. The use of surveillance equipment on school grounds and buses shall be supervised and controlled by the building Principal. The building Principal operates the system and maintains the recordings with the help of the IT Coordinator. Any further delegation should be limited and should include only administrative staff.
6. Surveillance recordings should only be reviewed when there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to: incidents of property damage, theft, trespassing, personal injury, or student, staff or visitor altercations, etc.
7. Administrative staff assigned to the surveillance system will be required to review and apply these surveillance procedures in performing their duties and functions related to operation of the system. All staff and students shall be made aware of the Board's surveillance policy. The procedures shall be incorporated into training and orientation programs for appropriate staff as selected by the Principal. It shall be the responsibility of the school administration to review and update the procedures periodically.
8. Audio recording shall be part of the school bus surveillance system. The bus transportation provider will have primary responsibility for monitoring bus surveillance; however the principal will have access to that information on request. School bus signs will clearly communicate that audio and video surveillance are present on the bus. Cameras in public hallways will record sound but will not store the sound and therefore can only be used in real time. Only the principal and/or law enforcement will have

access to sound monitoring in these areas.

9. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with surveillance recordings and/or equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with SCS policies.
10. The Principal shall ensure the provision of reasonable safeguards including, but not limited to, password protection, well managed firewalls and controlled physical access to protect the surveillance system from hackers, unauthorized users and unauthorized use.
11. Surveillance equipment will be used in accordance with all Board of Education policies including Salisbury Central School's nondiscrimination policy.

Storage/Security

1. Surveillance recordings will be stored for a minimum of five school days, where upon if the Principal and/or designee know no reason for continued storage, such recordings will be deleted.
2. Surveillance recordings held for review of property or student incidents will be maintained in their original form pending resolution. Recordings will then be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's record in accordance with established procedures and applicable law.

Requests to View Electronic data Surveillance

Requests to review surveillance recordings shall comply with all applicable state and federal laws and with Board Policy. All requests for review of surveillance recordings that are considered an educational record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students and/or SCS staff with a direct interest in the proceedings as authorized by the Principal and only the portion of the Electronic data recording concerning the related specific incident will be made available for viewing.
2. Written requests for viewing may be made to the Principal within five school days of the date of recording.
3. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual.
4. Electronic data recordings will be made available for viewing within three school days of the request approval.

5. Actual viewing will be permitted only on Salisbury Central School property.
6. All viewing will include the building Principal or his/her designee.
7. A written log will be maintained of those viewing the surveillance recordings including the date of viewing, reasons for viewing, date the recording was made, location at school or central office, and signature of the viewer.
8. Electronic data recordings will remain the property of Salisbury Central School and may be reproduced only in accordance with the law, including applicable Board policy and regulations.
9. Time lines may be altered for requests for viewing which arise at the end of a school year or prior to vacation periods.

Student Records

Surveillance recordings may become a part of a student's educational record. Salisbury Central School personnel shall comply with all applicable state and federal laws and its Board policies related to record maintenance and retention.

Adopted by the Salisbury Board of Education
August 1, 2014