

POLICY

2016

5684

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Non-Instructional/Business Operations

SUBJECT: 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 who has the 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.

Maintenance of Video Recordings

Any video 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 video recordings will be stored in their original form and secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. The District's surveillance system automatically records over prior recordings after a certain number of days that vary based upon a particular camera's usage. However, the Superintendent or his/her designee may create copies of original recordings when needed and any such copy shall be preserved and remain subject to applicable laws and regulations.

Any request to view a video recording must be made in writing to the Superintendent or his/her designee and, if the request is granted, such viewing must occur in the presence of the District's designated custodian of the recording.

If the District's video recording is duplicated, the duplicate will not be removed from District premises except in response to a court order or judicially issued subpoena or if requested by the Commissioner of Education as part of a record on appeal to his/her office. District counsel may also use duplicated recordings as required in legal or administrative proceedings, such as student or employee disciplinary proceedings.

(Continued)

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(Cont'd.)**

To the extent that any video images create student or personnel records, the District will comply with all applicable state and federal laws related to record retention, record maintenance, and record disclosure, including the Family Educational Rights and Privacy Act (“FERPA”).

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.

Adopted: 8/18/04

Revised: 08/27/2014, 04/06/2016