

**Administrative Procedures for Policy #1060 (Administration)
Regarding Electronic Surveillance
Installation and Use of Surveillance Equipment on School Property**

- I. Definitions
 - A. School Property –For the purpose of this procedure, school property is defined as any Calvert County Public Schools (CCPS) building and/or grounds
 - B. Surveillance – The use of security camera equipment to monitor school property
- II. Guiding Principles
 - A. Surveillance equipment may be installed on the building exterior and/or in public areas inside of school facilities where there is no expectation of privacy (ex: hallways, lobby area, cafeteria, stairwells, etc.)
 - B. All recorded impressions are the property of Calvert County Public Schools.
 - C. A statement will be included in the Student Code of Conduct and the Calvert County Public Schools School Calendar and Handbook informing families that security cameras may be used on school property.
 - D. Signs will be placed on school property notifying visitors that surveillance equipment is in use.
 - E. Images reviewed during the course of an investigation will be copied, labeled and stored in CCPS administrative offices until the timeline for appeals is exhausted.
 - F. Stored recordings containing images of students may be considered student records and are therefore treated as such for purposes of access by non-school personnel.
- III. Purchase and Installation of Audio and/or Video Surveillance Equipment
 - A. The Superintendent or designee will include in the annual budget sufficient funds to maintain surveillance equipment and expand when feasible
 - B. Employees from the Department of School Facilities, School Construction, and the Department of Information Technology will be involved with all installations of surveillance equipment to ensure compatibility with existing infrastructure.
 - C. When maintenance requirements exceed the expertise of School Facilities staff, a service contract will be purchased from a local professional to ensure performance quality and regular maintenance of the equipment.
- IV. Department of Student Services Responsibilities
 - A. Check that the systems are working correctly and report any problems to the Director of School Facilities and/or the Director of Information Technology.
 - B. Provide technical assistance when reviews of recordings are requested and approved by the Superintendent or designee.

- C. The Director of Student Services or designee shall authorize viewing of recordings by law enforcement officials and/or other non-school personnel.
- V. School-Based Administrator Responsibility
- A. Determine when a review of a recording may be necessary as part of an ongoing investigation.
 - B. Recordings may be reviewed by the building principal or designee when reasonable suspicion exists to believe an incident may have been recorded by the installed equipment.
 - C. When legal charges and/or student discipline are/is anticipated as a result of events captured by the recording device(s), the recording(s) should also be reviewed by the Superintendent's designee(s) depending on the nature of the incident.
- VI. Administrative Responsibilities.
- A. The Director of Student Services will:
 - 1. Oversee communication concerning this program to all affected members of the school community.
 - 2. Ensure the security of all equipment.
 - 3. Work closely with school-based administrators to ensure that all procedures are carefully followed.
 - 4. Assist school-based administrators as they use this information to enhance the safety and orderliness of our schools.
 - 5. Coordinate the secure storage of all recordings which have been used as part of an investigation.