

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: ELECTRONIC  
SURVEILLANCE

ADOPTED: April 11, 2011

REVISED:

<p>I. Purpose 18 U.S.C. Sec. 2510 et seq 18 Pa. C.S.A. Sec. 5703 Pol. 216</p> <p>2. Definition</p> <p>3. Authority SC 510,511, 1317</p> <p>4. Delegation of Responsibility</p> <p>5. Guidelines Pol. 801 No. 709.1-AR</p>	<p style="text-align: center;">709.1. ELECTRONIC SURVEILLANCE</p> <p>The Board endorses the importance of a safe and orderly learning environment for students and staff and of protecting district property and equipment. The proper use of video surveillance cameras can be a tool toward achieving these goals.</p> <p>The Board also believes that the privacy of individuals should be protected and, therefore, the use of video surveillance must be monitored to ensure the protection of individual rights and compliance with federal and state laws.</p> <p><b>Electronic Surveillance</b> for the purposes of this Policy is a term that refers to video-only, audio-visual, and/or other digital or analog components of a surveillance and recording system.</p> <p>The Board adopts this policy in accordance with its authority and the authority of designated school administrators and employees pursuant to law.</p> <p>The Superintendent of Schools and others as determined by the Superintendent are authorized to oversee the implementation of safety and security measures at each building and the proper use of Electronic Surveillance systems. Audio surveillance or interception of speech shall not be undertaken unless specifically and otherwise authorized, but sound sensitivity may be incorporated into district security equipment, systems and procedures.</p> <p>The Director of Technology or designated administrator/management employee shall act as the internal review officer for the use of surveillance cameras, including monitors and storage media.</p> <p>Security and retention of electronic recordings will likewise be within the domain of the Director of Technology or other designated administrator/management employee. Disclosure of information shall be consistent with applicable federal and state laws such as the Family Educational Rights and Privacy Act (FERPA).</p> <p>District schools that use electronic surveillance shall utilize written procedures and instructions authorized by the Superintendent or his/her designee consistent with this policy.</p> <p>All District staff shall have access to these procedures and instructions. Electronic surveillance guidelines shall be incorporated into staff training and orientation programs and manuals.</p>
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## 709.1 ELECTRONIC CAMERA SURVEILLANCE

Pol. 317	<p>Electronic surveillance procedures and instructions will be made available to the public upon request. All procedures and instructions shall be subject to review on a regular basis.</p> <p><u>Camera Location Operation And Control</u> Cameras shall only be installed in identified public areas, except as otherwise provided in this policy. Areas chosen for surveillance shall be where surveillance is necessary or advisable by administration. Only authorized personnel shall have access to the surveillance equipment. Unauthorized tampering with or disabling of video cameras or other related equipment will subject the individual to disciplinary consequences and/or potential referral to law enforcement agencies.</p> <p>Cameras shall not be positioned in areas where they would unduly invade personal privacy such as interiors of restrooms, locker rooms, or employee changing areas. Additionally, outside cameras shall be directed to maximize coverage of district property, while mitigating coverage of adjacent private property.</p> <p><u>Use Of Information Collected</u> Use of electronic surveillance in the District shall at all times comply with federal and state laws covering matters such as wiretapping, electronic surveillance, employee rights, and personal privacy. Electronic surveillance may be used, in accordance with federal and state law, to ensure safety and to detect or deter crime; for emergency preparedness and facility operations; for inquiries and proceedings related to law enforcement or for purposes authorized by the School Code and related laws; and for research, i.e., the nature of area usage, traffic patterns, or particular camera systems.</p> <p><u>Protection of Information and Disclosure</u> The storage and retrieval systems for the electronic surveillance data are secured through password protected accounts with specified user permissions. Unless otherwise determined, only designated administrators will have access to the electronic surveillance system.</p> <p>Data will be stored for approximately thirty (30) days after initial recording, whereupon such recordings will be erased. However, if deemed necessary by administration, recording data may be saved to an external digital storage media until such time as the data are no longer needed. Disposal and destruction of data will be done in compliance with industry standard data destruction methods based on the storage media.</p> <p><u>Video Monitoring On School Buses</u> <i>Camera Location, Operation and Control</i></p> <ol style="list-style-type: none"><li>1. The Director of Administrative Services or designee in conjunction with any contracted transportation company may approve the equipping of school buses with electronic surveillance devices for monitoring student behavior and overall bus safety.</li><li>2. The Director of Administrative Services or designee in conjunction with the transportation company shall be authorized to review the use and security of surveillance cameras, including monitors and recording media.</li></ol>
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3. Students and parents shall be informed at the beginning of each school year that the electronic surveillance of school buses may be in effect under and in accordance with this policy. Such notice may be incorporated in other general student and parent notices of District policies and procedures.

References inter alia:

School Code-24 P.S. Sec. 510,511, 1317

Pennsylvania Wiretapping and Electronic Surveillance Act - 18 Pa. C.S.A. Sec. 5703

Federal Electronic Surveillance, Title 111 - 18 U.S.C. Sec. 2510 et seq.

Board Policy - 216,709,801,810