

# Addison Central School District

**Policy:** Security Cameras

**File Code:** F26

**Warned:** June 18, 2021

**Adopted:** June 28, 2021

## **Purpose**

In order to improve the safety and security of students and district property it is the policy of the Addison Central School District to allow the use of security cameras to monitor and record activity in public areas of district buildings and property and during school related transportation.

## **Scope**

This policy applies to all staff, faculty, students, vendors, contractors, visitors, and contracted transportation services of the Addison Central School District.

## **General Principle**

1. The use of security camera equipment on school grounds, on other district property, and contracted transportation services shall be supervised and controlled by the Superintendent or designee.
2. The district shall annually notify its students, staff and parents/guardians that security cameras may be in use on any school property and contracted transportation services.
3. Security cameras may be used for live day and night viewing of buildings, grounds and contracted transportation services by staff authorized by the Superintendent.
4. The use of video recordings from security camera equipment shall be subject to all other policies of the district, including policies concerning the confidentiality of student records. Video monitoring for security purposes shall be conducted in a manner consistent with this policy, labor master agreements and any applicable federal, state and local law. Violations of this policy may result in disciplinary action.
5. Video monitoring of public areas for security purposes will be conducted in a manner consistent with all existing Addison Central School District policies, including the Non-Discrimination Policy, the Harassment, Hazing and Bullying Policy and other relevant policies. This policy prohibits monitoring based on legally protected bases outlined in Addison Central School District's Policies on Non-Discrimination and Harassment, Hazing and Bullying (e.g., race, gender, sexual orientation, national origin, disability, etc.)

6. Security cameras shall be used only to promote the order, safety and security of students, staff, and property and to assist school administrators in investigating misconduct on school premises or while utilizing contracted transportation services.
7. Security recordings shall be maintained by the district for at least 30 days, after which time the recordings may be purged. If the District becomes aware that a recording is evidence in any kind of disciplinary proceeding, investigation or litigation, the recording shall be retained until the matter has been resolved.

Legal Reference(s): Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq. Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, US Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.