



ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION	Non-Instructional Operations	CODE	F43
TITLE	Video Security Cameras		

To enhance the safety of our school community, the Board commits to the use of security cameras according to this policy. Security cameras may be used in any school facilities and school owned buses.

The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal or undesirable activities which may occur, although any information obtained may be used as evidence in such cases. The use of security cameras shall be conducted in a professional, ethical and legal manner, and recorded data shall be handled in compliance with state and federal law, including the Family Educational Rights and Privacy Act (FERPA) where it applies, and according to the following criteria:

1. Location of Cameras

Cameras may be installed in both interior and exterior areas where there is a legitimate need for video surveillance. Cameras shall not be installed in classrooms, restrooms, athletic locker facilities, and staff room. Cameras shall record images only. Audio shall not be part of the video recordings made, reviewed or stored by the school.

2. Communication/Notice

Written notification of the use of the security camera system will be provided to all students, staff and parents on an annual basis. There shall be an emphasis on the fact that the camera system is for review of past activities and that it may not be monitored on a continuous basis except for the front door cameras. In addition, clear and prominently displayed signage as to the presence of the cameras and the lack of continuous monitoring shall be posted at each of the District schools' main entrances.

3. Confidentiality

All recorded "footage" is to be considered confidential and is to be viewed only on an "as needed" basis by those individuals authorized herein, and in compliance with state and federal law, including FERPA.

4. Custody

Recordings shall be stored in a secure location at the written direction of the Superintendent. The Superintendent may not delegate the responsibility to maintain secured custody of recordings.

5. Authorization of the Review of Recordings

Recordings will only be reviewed upon the direct authorization of the Superintendent or designee and in the presence of an ANWSD principal and/or the Superintendent. With the exception of front door cameras which will be monitored in the front office at each school, images shall not be viewed in "real time" (i.e., as captured by the cameras) unless an imminent health or safety threat is present, as determined by an administrator. Any review of recordings shall be reported to the ANWSD Board by the next regular Board meeting with an explanation as to the reason for review and who reviewed the recordings.

6. Retention

- a. Cameras will utilize digital media for recording. Recordings shall be retained for a minimum of 30 days from the date of recording. After the 30-day holding period, and if no request has been made to view a recording (as provided in #5 above), the recording shall be deleted, destroyed, or the media reused. Exception: Recordings made between the last day of school and the first day of school may be retained until September 15.
- b. In the case of a recording that documents a violation of school district policy or state or federal law, the Superintendent shall be notified and the recording shall be kept until the final resolution, including appeals or 60 days if no proceedings are initiated. Recordings that become documentation in a case with findings shall be kept indefinitely.

7. Hours of operation

Cameras shall record continuously, 24/7.

Date Warned: 12/5/2017

Date Adopted: 01/10/2018

Legal Reference:

Cross Reference: