

## **SUBJECT: USE OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT**

It is the Board of Education's responsibility to ensure the safety of the District's students, staff, facilities, and property. While the Board of Education recognizes the importance of privacy, it has authorized the use of surveillance cameras on District property including in school buildings, school facilities, as well as on school buses, when necessary. These surveillance cameras will help to maintain the overall safety and welfare of the District's students, staff, property, and visitors, as well as to deter theft, violence, and other criminal activities.

Further, surveillance cameras will only be placed in public or common areas, including but not limited to stairwells, hallways, cafeterias, gyms, school buses, performance spaces, parking lots, classrooms, auditoriums or playgrounds, and not in private areas such as locker rooms, bathrooms, or other areas in which individuals have a reasonable expectation of privacy. Audio recordings will not be utilized by the District employees without the express permission of the Superintendent or his/her designee; however such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their official duties or as otherwise authorized by law.

### **Disciplinary Proceedings**

Video recordings or footage from District surveillance cameras may be used in student or employee disciplinary proceedings, as appropriate.

### **Access to Recordings**

Requests for viewing 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. Under no circumstances will the District's video recording be duplicated and/or removed from District premises unless in accordance with a court order, subpoena and/or in conjunction with an investigation conducted in cooperation with law enforcement agencies.

### **Signage/Notification**

The District will place signage at entrances to the school campus or at major entrances into school buildings notifying students, staff as well as any visitors of the District's use of the surveillance cameras. Students and staff may receive notification, as deemed appropriate by the Superintendent, regarding the use of surveillance cameras, through means such as publication in the District calendar, employee handbook, and/or student handbook.

(Continued)

## **SUBJECT: USE OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT (CONT'D.)**

### **Maintenance of Video Recordings**

Any video surveillance recording in the schools, on school buses or on school property, will be the sole property of the District and stored in its original form and in a secure location to avoid tampering and also to ensure its confidentiality in accordance with relevant laws and regulations.

In addition, 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").

The District may not be able to monitor all building areas, rooms and grounds within the District on a daily basis. Moreover, video camera maintenance and equipment malfunctions may also impact the District's ongoing monitoring efforts. Nonetheless, the Board believes that video surveillance is one of a number of effective supervisory tools to achieve its objectives.

Refer also to policies: 7240 - Student Records: Access and Challenge Under FERPA  
7241 – Student Directory Information

Adopted: 3/23/2004

Revised: 5/3/2016; 12/4/2023

Reviewed by Superintendent, Assistant Superintendent for Business Services and Director of School Safety and Security on 9/23/2020 with no recommended changes; BOE reviewed and agreed on 10/13/2020