

STATE COLLEGE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: VIDEO CAMERA
SURVEILLANCE

ADOPTED: September 8, 2008

REVISED:

713.1. VIDEO CAMERA SURVEILLANCE	
1. Purpose	<p>The State College Area School District believes that schools and other work sites in the district should be safe and secure to protect individuals and their property from harm. To this end, the Board supports the controlled use of video surveillance systems in the district in an effort to support their belief. The Board also believes that the privacy of individuals should be protected and, therefore, the use of video surveillance must be strictly monitored and controlled to ensure the protection of individual rights and compliance with federal and state laws addressing issues such as wiretapping/electronic surveillance and the privacy and disclosure of student records. When using video monitoring systems, the district must balance its need to protect persons and property with the privacy rights of students and employees.</p>
2. Authority SC 510, 511, 1317, 1318	<p>This policy is approved in accordance with the authority of the School Board and designated school administrators and employees pursuant to Sections 510, 511, 1317, and 1318 of the School Code.</p>
3. Guidelines	<p><u>Written Procedures</u></p> <p>Each site using video surveillance shall utilize written procedures and instructions authorized by the Superintendent or his/her designee consistent with this Board policy and federal and state laws.</p> <p>The video surveillance procedures and instructions will be made available to the public upon request. All policies and instructions shall be subject to review on a regular basis.</p> <p><u>Camera Location, Operation And Control</u></p>

	<p>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 a necessary and viable deterrent. Only authorized personnel shall have access to the surveillance equipment. Unauthorized tampering with or disabling of video cameras or other related equipment could subject an employee to immediate dismissal without progressive discipline. Unauthorized tampering with or disabling of video cameras or other related equipment could subject a student to immediate suspension and an expulsion hearing. Video monitors will be positioned in such a way as to avoid public viewing.</p> <p>Cameras shall not be positioned in areas where individuals have a legitimate right to expect privacy, i.e. washrooms, change rooms, and staff rooms. Additionally, outside cameras shall not be directed towards private non-district property.</p>
<p>20 U.S.C. Sec. 1232g Pol. 216</p> <p>18 Pa. C.S.A. Sec. 5703 Pol. 216</p> <p>18 Pa. C.S.A. Sec. 5703 Pol. 216</p>	<p><u>Protection Of Information And Disclosure</u></p> <p>Security and retention of digital images will be the responsibility of a designated administrator/management employee. Disclosure of information shall be consistent with federal and state laws such as the Family Educational Rights and Privacy Act (FERPA).</p> <p>All recorded video will be stored and secured to ensure confidentiality.</p> <p>Video recordings will not be stored longer than thirty (30) calendar days after initial recording, whereupon such recordings will be erased. Copies of video recordings created for evidence shall be retained as long as is necessary. Disposal and destruction of media containing video recordings will conform to proper legal disposal.</p> <p><u>Public Awareness Of Cameras</u></p> <p>The public shall be made aware of the existence of the camera by signage at visible points.</p> <p><u>Audits</u></p> <p>The designated administrator/management employee shall act as the internal review officer for the use of surveillance cameras, including monitors and video media. The internal review officer periodically will review policies and procedures regarding the use of surveillance cameras, including monitors and video media, for compliance with Board policies and federal and state laws.</p> <p><u>Use Of Information Collected</u></p> <p>Use of video surveillance in the district shall at all times comply with federal and state laws and the privacy and disclosure of student records. Video surveillance may be used in proceedings related to law enforcement for purposes authorized by district</p>

policy, the School Code and related laws.

Students or staff observed by video surveillance in acts which break school district policy, procedures, or disciplinary guidelines will be subject to the consequences or sanctions imposed for violating those policies, procedures or disciplinary guidelines.

Access To Personal Information

Parents/Guardians and eligible students may request access to video recorded information. Neither the parent/guardian of the student that has been video recorded, nor the student, will be allowed to view the video recording in accordance with federal and state laws, unless the student is the only identifiable subject on the video recording or written permission has been obtained from the parents/guardians of all the other students on the video recording for them to be viewed. Upon written request, the district will provide a written summary of the video recorded incident(s) to a student pictured on a video recording or the student's parents/guardians.

Requests for viewing will be made to the designated administrator/management employee within ten (10) school days of the date of recording. Approval/Denial for viewing shall be made within three (3) school days of receipt of the request and so communicated to the requesting individual. Video recordings will be made available for viewing within two (2) school days of the request approval.

Actual viewing will be permitted only at school-related sites such as school buildings or central administrative offices. Only the portion of the video concerning the requesting individual will be made available for viewing. Video recordings will remain the property of the district and may be reproduced only in accordance with the law, including applicable Board policies or other directives.

References:

School Code – 24 P.S. Sec. 510, 511, 1317, 1318

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

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g