

DOTHAN CITY SCHOOL DISTRICT SURVEILLANCE CAMERA PROCEDURES

The Dothan City Schools District seeks to promote and foster a safe, secure, and effective teaching and learning environment for students and faculty; to create a safe working environment for all employees; to promote public safety for members of the community who visit the school or use school facilities; to provide safe transportation for students; and to protect school facilities, equipment and property. After having carefully considered and balanced the individual's right to be free from invasion of privacy with the Dothan City School District's interest and duty to foster the health, welfare and safety of students and staff as well as the health, safety and welfare of members of the general public who have occasion to use school facilities and enhance the protection of school property, the School District supports and reserves the right to place and use surveillance cameras, when necessary and appropriate, in its schools, school facilities, school buses and/or on its school grounds.

Implementation, Installation of Surveillance Cameras

The Superintendent or designee shall retain final decision-making authority regarding the implementation and review of both school district and building level safety practices. In determining the most appropriate use and implementation of surveillance cameras in the schools, school facilities, school buses and/or on school grounds, the Superintendent or designee's decision will be guided by, at a minimum, the following considerations:

- a) Demonstrated need for the device at designated location(s);
- b) Appropriateness and effectiveness of proposed protocol(s);
- c) The use of additional, less intrusive means to further address the issue of school safety (e.g., restricted access to buildings, use of pass cards or identification badges, increased lighting, alarms);
- d) Right to reasonable expectation of privacy and other legal considerations; and
- e) Expense involved to install and to maintain the use of surveillance cameras at designated location(s), including without limitation, schools, school facilities, school buses and/or on school grounds.

The Superintendent of Schools or designee shall maintain a current up-to-date record of locations of installed surveillance cameras.

Monitoring

All Dothan City School employees involved in video monitoring of public areas will perform their duties in accordance with the practices outlined in this policy.

Video surveillance monitors shall be located in areas to which access is controlled and shall not be viewable by unauthorized persons or the public.

Video recording may only be monitored by the Superintendent, Safety and Security Staff, Dothan City Schools Transportation Director, Dothan City Schools Director of Technology Services, Technology Department staff (for the sole purpose of installing, repairing or maintaining the cameras and recording systems in their entirety) and other select Dothan City Schools staff as authorized by the Superintendent or designee. No unapproved

employees may monitor or view video or camera images for any reason except as necessary in the course of an investigation or adjudication.

Any employee violating this policy may be disciplined, up to and including termination. Information obtained in violation of this policy shall not be used in any disciplinary proceeding against a Dothan City Schools' student and/or employee.

All staff approved to monitor video or camera images shall receive a copy of this policy and provide written acknowledgment that they have read and understand this policy.

A log will be maintained by the School District's safety office that will record the name and date anytime a staff member other than a safety officer views a recording.

Storage

Any video recording used for surveillance purposes in schools, school facilities, school buses and/or on school grounds shall be the sole property of the School District. Recordings will be stored for no more than six months after which such recordings will be promptly erased unless retained as part of a criminal investigation, court proceeding (criminal or civil), or other bona fide use, as approved by the Superintendent of Schools or designee; and the Superintendent or designee will be the custodian of such recordings and all such recordings shall be properly protected from unauthorized viewing. A record log will be kept of all instances of access to and use of recorded material.

Signage and Notification Regarding Use of Surveillance Cameras

Appropriate signage will be posted at entrances to schools, school facilities, and school grounds and/or at major entrances into schools and school facilities, school buses and school grounds notifying students, staff and members of the general public of the School District's use of surveillance cameras.

Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school facilities, school buses and/or on school grounds. Such notification may include, but is not limited to, notice of the use of surveillance cameras being published in the employee handbook and any school-based student handbooks and this policy shall be posted on the School District's website. Such notification does not preclude, as deemed appropriate by school administration, the discussion of the use of surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

Destruction and/or Tampering with Surveillance Cameras

Any individual who tampers with or destroys a video surveillance camera or any part of the video surveillance system will be subject to appropriate disciplinary action as well as possible criminal charges.