



Book	Policy Manual
Section	700 Property
Title	Video Camera Surveillance
Code	713
Status	First Reading

Purpose

The Penn-Delco 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. 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 such issues as wiretapping/electronic surveillance and the privacy and disclosure of student records.

Authority

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. [1][2][4][5]

Guidelines

The following guidelines shall govern the use of video cameras for surveillance:

1. The district shall notify students, parents/guardians, and staff that video surveillance may occur on school property and school buses. The district shall post appropriate signs on school property and incorporate notice in the student handbook.
2. The use of video recordings from surveillance systems shall be subject to other Board policies, including policies concerning the confidentiality of student and staff records.
3. Video surveillance may be performed live and/or recorded for storage. At no time does this policy require live monitoring of the surveillance system.

Camera Location, Operation, and Control

1. Cameras shall only be installed in identified public areas, and on district utilized transportation, 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 would subject an employee to discipline, including possible dismissal. Students who tamper with or disable video cameras and/or related equipment will be subject to discipline, including possible expulsion. Video monitors will be positioned in such a way as to avoid public viewing.

2. Cameras shall not be positioned in areas where individuals have a legitimate right to expect privacy; i.e., washrooms, changing rooms, locker rooms, and staff rooms. Additionally, outside cameras shall not be directed towards private nondistrict owned property. Cameras shall be operational only at those times when it serves a useful and intended purpose.

Protection of Information and Disclosure

1. Security and retention of digital images will be the responsibility of a designated administrator/management employee such as a school principal. Disclosure of information shall be consistent with

federal and state laws such as the Family Educational Rights and Privacy Act (FERPA). Students or staff who, without authorization or approval to do so, access, disclose, or distribute video recordings will be subject to discipline. [3]

2. All retained video recordings shall be numbered and dated and retained according to camera site. They will be stored and secured to ensure confidentiality. A log will be kept to document any viewing of video files. The log will indicate who viewed the video and will state the reason for the request.
3. Generally, video recordings will not be stored longer than thirty (30) days after initial recording, whereupon such recordings will be erased or recorded over. However, if there is a pending request to view a video recording, the video recording will not be destroyed while the request is pending. All video sites shall retain video files for one (1) year (or longer if needed) if personal information on the videos has been used to make a decision that directly affects an individual.

Public Awareness of Cameras

The public shall be made aware of the existence of the camera by signage at visible points including all building accesses and throughout hallways where the cameras are installed. Exceptions to this signage requirement may be made only by the Superintendent and only for limited periods of time for a specific purpose consistent with federal and state laws.

Use of Information Collected

1. Use of video surveillance in the district shall at all times comply with federal and state laws covering matters such as wiretapping/electronic surveillance and the privacy and disclosure of student records. Video surveillance may be used in proceedings related to law enforcement and/or furnished to law enforcement in regard to possible criminal violations; for purposes authorized by the School Code and related laws; and for research.
2. Students or staff observed 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.
3. Video surveillance shall not be used for other purposes unless expressly authorized by federal and state law.

Access to Personal Information

1. Parents 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 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, or the images of other students can be obscured. The district is not required to alter the video to obscure student images. Upon written request, the district will provide a written summary of the video recorded incident(s) to a student pictured on the video recording or the student's parents/guardians.
2. Requests for viewing will be made to the school principal or other designated administrator/management employee within ten (10) days of the date of recording. Approval/denial for viewing shall be made within five (5) days of receipt of the request and so communicated to the requesting individual. Video recordings will be made available for viewing within three (3) school days of the request approval.
3. Actual viewing will be permitted only at school-related sites such as school buildings or central administrative offices. Only the portion of the tape 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.
4. Individuals viewing the district's surveillance videos are not permitted to contemporaneously record the videos on any device. Any such attempt to record will cause the individual to lose the privilege of having access to district video surveillance.