

SECURITY CAMERAS

Policy

It is the policy of the Orange Southwest School District to allow the use of security cameras to monitor and record activity in public areas of District-owned buildings and property to promote the safety and security of students, staff and property, and to assist school administrators in investigating misconduct on the premises.

This policy applies to staff, faculty, students, vendors, contractors, visitors, and property of the OSSD.

Administrative Responsibilities

The superintendent or designee shall ensure the following:

1. The use of security camera equipment on school grounds and on other OSSD property are supervised and controlled by the superintendent or designee.
2. Annual notice is provided to students, staff, and parents/guardians that security cameras may be in use on any district-owned property.
3. Signs are posted at all district-owned properties with security cameras, notifying occupants that security cameras may be in use.
4. Security cameras shall not make audio recordings without prior approval from the superintendent.
5. Only authorized staff use security cameras for live, day, and night viewing of buildings and grounds.
6. The use of video recordings from security camera equipment is subject to the other policies of the district, including policies concerning the confidentiality of student records. Video monitoring for security purposes will be conducted in a manner consistent with this policy, labor master agreements, and any applicable federal, state, and local law. Violations of this policy may result in disciplinary action.
7. Video monitoring of public areas for security purposes will be conducted in a manner consistent with all existing OSSD policies, including the Nondiscrimination Policy, the Harassment, Hazing and Bullying Policy and other relevant policies. This policy prohibits monitoring based on legally protected bases outlined in the OSSD Policies on Non Discrimination and Harassment, Hazing and Bullying (e.g., race, gender, sexual orientation, national origin, disability, etc.).
8. Security cameras are only placed in areas where there is not a reasonable expectation of privacy, such as building entrances, exits and perimeters, parking lots, cafeterias, and common areas. Security cameras shall not be placed in restrooms, changing rooms, staff rooms, locker rooms, and other areas where there is a reasonable expectation of privacy.
9. Security recordings shall be maintained by the OSSD for at least 30 days, after which time the recordings may be purged. If the OSSD becomes aware that a recording is evidence in any kind of disciplinary proceeding, investigation or litigation, the recording must be retained until the matter has been resolved.
10. The OSSD keeps a log of any persons accessing video images from cameras.
11. For districts using cloud-based security surveillance, procedures are developed that control access, address password management, provide for employee training, and establish minimum requirements that vendors must meet before the district enters a contract for cloud-based security surveillance.

VSBA Version

January 12, 2024

Date Warned:

September 11, 2024

Date Adopted:

Legal Reference(s):

*Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§
1232g et seq.*

Cross Reference:

*Fire and Emergency Preparedness Drills
Access Control and Visitor Management*