



Policy: Security Cameras

File Code: F26

Warned: June 18, 2021

Adopted: June 28, 2021

Warned: August 25, 2025

Adopted: October 13, 2025

Policy

It is the policy of the Addison Central School District to allow the use of security cameras to monitor and record activity in public areas of SD-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 SD.

Administrative Responsibilities

The superintendent or designee shall ensure the following:

1. The use of security camera equipment on school grounds and on other SD/SU 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 are 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 district 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 district policy on Non-Discrimination and Harassment

1. 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.

Hazing and Bullying (e.g., race, gender, sexual orientation, national origin, disability, etc.).

8. Security recordings shall be maintained by the SD/SU for at least 30 days, after which time the recordings may be purged. If the SD/SU 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.

9. The District keeps a log of any non-administrative persons accessing video images from cameras.

10. 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.

Legal Reference(s): Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq. Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, US Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.