

Building Security

1. The Director shall establish procedures for the issue of photo identification badges to all personnel commencing employment. Such procedures shall include controls for the surrender of identification badges by personnel terminating employment.
 - a. Visitors and other personnel not directly employed by EASTERN shall be issued temporary badges which shall be prominently displayed whenever on school premises.
 - b. All employees, visitors, and contractors not escorted by EASTERN employees shall wear badges. EASTERN staff should challenge personnel without badges. Students should be instructed to report, to EASTERN staff, adults without badges.
2. At the beginning of the student school day all exterior doors shall be locked. All traffic persons wishing to enter the EASTERN shall be directed to one or more controlled entrance(s) where access is granted only after EASTERN staff have determined the identity and purpose of each visitor. Such controlled access may be accomplished by the use of remote cameras and electronically controlled door locks.
3. Procedures to be used to secure a school in the event of an intruder will be a part of the School Emergency Operations Plan.
4. Classroom and other areas with a concentration of expensive equipment will be accorded a higher degree of security than other areas.
5. Classrooms are to be locked, if possible, when not in use. When occupied by students, assigned staff must have classroom door key in possession.
6. EASTERN staff shall be reminded of their collective responsibility to maintain door security. EASTERN staff leaving the building for brief periods should leave and return using a controlled access door.
7. EASTERN staff observing suspicious individuals in the vicinity of the school shall immediately report their observation to their supervisor or the police.
8. EASTERN staff or students are not authorized to be in a building unless an EASTERN administrator assigned to the building or custodian is present in the school. Students are not authorized to be in a building unless supervised by an EASTERN staff member.
9. EASTERN's buildings shall be equipped with intrusion alarms. Alarms will be activated during the hours the school is not occupied. Contacts for the security monitoring company will be the Facilities Manager.

Video Recording Cameras for Security Purposes

1. EASTERN buildings shall be equipped with video recording cameras for recording video images (but not audio) as a means of enhancing the security of students, staff, visitors, and EASTERN property. Written notices as to the presence and possible activation of any video

recording must be posted in locations where video recording will take place. If audio recording is implemented for security purposes, written notices as to the presence and possible activation of any audio recording of conversations concurrent with a visual image being taped must be posted in locations where audio recordings will take place.

2. Staff, students, and parents/guardians will be notified in writing as to the use of surveillance equipment on at least an annual basis.
3. EASTERN prohibits any tampering with video recording devices in EASTERN buildings and/or on EASTERN property. Disciplinary action and/or contact with law enforcement will occur in the event of such tampering.
4. Video images obtained from recording devices are for use by EASTERN staff for investigating misconduct, safeguarding EASTERN equipment and assisting law enforcement.
5. The Director shall determine the locations where cameras are placed including the parameters by which the video recording devices are programmed to pan, tilt, and zoom.
 - a. Video recording devices shall not be used in any location where students or others have a reasonable expectation of privacy such as locker rooms or rest rooms.
 - b. Video recording devices placed outside shall be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises.
 - c. Devices shall not be used in a way where they record non-EASTERN property on more than an incidental basis.
 - d. Video recording devices located internally shall not be directed to look through windows to areas outside the building unless necessary to protect external assets or to ensure personal safety of students, visitors, or employees.
 - e. Video recording devices shall not be used to monitor inside restrooms, change rooms, locker rooms, and washrooms.
6. Only employees authorized in writing by the Director may view the recordings in real time or view recordings kept for 14 days on EASTERN Video Recording Servers.
7. Active monitoring of video recording devices is not feasible in all cases; therefore, other than secured entrances, or as approved by the Director of Operations, images from such devices are typically only used to review incidents after they occur. Video images from digital cameras will be stored on EASTERN Video Recording Servers and overwritten at intervals no shorter than 14 days.
8. Requests for viewing of video or, if applicable, listening to audio recordings, stored on EASTERN Video Recording Servers for 14 days will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the Director. The following rules shall be followed for viewing of and/or listening to video and/or audio recordings:
 - a. Only the portion of the recording concerning a specific incident will be made available for viewing and/or listening with the exception of authorized personnel searching for images of a specific incident.
 - b. Viewing of and/or listening to the recording will be permitted on school property or as otherwise required by law.
 - c. All viewing and/or listening will be in the presence of EASTERN staff designated in writing by the Superintendent.
9. All video images and recordings, whether overwritten or archived as described below, shall be treated both in accordance with all laws regarding records and also with EASTERN's

established policies and administrative regulations and other procedures regarding records including student and employee records.

10. Retention of video recordings:

- a. Due to storage capacity limitations, digital video recordings will be erased normally on a bi-weekly basis by overwriting with new images on the storage media where the images are maintained. Therefore, video images stored on EASTERN Video Recording Servers are written over at intervals no shorter than fourteen (14) days. Video recordings that contain personal information used to make a decision directly affecting an individual or individuals, however, may be retained, downloaded, and archived for a longer period as needed. This includes, but is not limited to, the following circumstances:
 - i. A litigation hold has been instituted for the recording pursuant to other EASTERN policy or regulation.
 - ii. The recording is relevant to a pending student or employee disciplinary action.
 - iii. Law enforcement or other authorized federal, state or local agencies have requested the recording.
11. Video images which document misconduct may be used at parent conferences with EASTERN staff and, in the case of any misconduct involving criminal action in accordance with each Memorandum of Understanding between EASTERN and the local police departments.
12. In the event that a student is disciplined for misconduct and there is a video recording that is used as evidence, the parent(s) or guardian(s) of the student may request permission in writing from the principal of the student's school to review the recording within two weeks of the imposition of discipline. A meeting will be arranged for the review with the school administration. Parents or guardians will only review the portion of the recording that documents the alleged misconduct of their child.
13. Video recorded documentation of misconduct will be preserved until disciplinary action or disposition is completed, including review by parent(s)/guardian(s), if requested. The Director will be notified to preserve such video and will then follow the guidelines for video record retention as described above.
14. In the event that video images in any way raise concerns in regard to child pornography, the EASTERN employee who viewed the video shall immediately report such concerns to the Director who shall then contact law enforcement.

Adopted: 9/11/13