

Security Camera System

ECAB

Prime factors in the placement of audio/video surveillance equipment and recorders in school district operated facilities shall be to maintain the health, welfare and safety of students, staff and visitors and the protection of school district properties. By installing audio/video surveillance equipment, it is the district's plan to achieve the following:

- Safer teaching and learning environment
- Ability to target problem areas related to safety and security
- Ability to research incidents of graffiti, vandalism, burglary, and to deal with behavior issues

Audio/surveillance equipment may be used to monitor behavior in schools, on school transportation vehicles transporting students to and from curricular and extra-curricular activities, and on district property. Such equipment may also be used to monitor the performance of district employees in the fulfillment of their duties.

Students in violation of district conduct rules shall be subject to disciplinary action in accordance with established policy and administrative regulations governing student conduct and discipline. Staff shall be subject to established personnel policies, and administrative regulations, including provisions related to evaluation, discipline, and dismissal.

A. Placement

1. Video monitoring equipment may be used to monitor building exterior areas, including but not limited to parking lots perimeters, entrances and exit doors, interior hallways, and public spaces, district vehicles and all buses.
2. Audio/video recordings will not monitor areas where the public, students, and employees have a reasonable expectation of privacy, such as private offices, locker rooms, restrooms, etc.
3. Audio/video surveillance equipment will be operational 24 hours per day, year round. Camera systems will not be actively monitored.
4. Signage shall be posted at conspicuous locations informing students, staff, and visitors that surveillance equipment is being used but is not actively monitored.

B. Recorded Materials

1. Audio/video recordings may be used for inquiries and proceedings as they pertain to student, employee, and public issues.
2. Audio/video surveillance equipment will be supervised and controlled by the technology coordinator, building administrator(s), and/or transportation coordinator or designee. Circumstances which would warrant review will normally be limited to an incident that has been reported or observed or to investigate a potential crime. Real-time viewing of monitors may be delegated by the superintendent, building administrator and/or technology coordinator to a very limited number of individuals; e.g. school administrative assistant and administrative para, transportation coordinator, district-wide bus maintenance, etc. Portions of the recorded materials may be viewed by district or school administrators.
3. Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with audio/visual monitoring and/or recording equipment. The district will provide reasonable safeguards, including, but not limited to, password protection, firewalls, and control of physical access to protect the monitoring system from unauthorized users and use.
4. Monitors and monitoring will be located and viewed at school related sites. Audio/visual monitoring equipment will be used in accordance with all district

- policies, including the district non-discrimination policy and corresponding regulations relating to privacy and safety.
5. Recorded materials will not be saved past the capabilities of the recording device unless a written request is submitted to a building administrator or the technology coordinator if the recording is determined to contain information that may be used in an ongoing investigation.
 6. Recordings held for review may be copied for authorized law enforcement agencies, or retained as a necessary part of an ongoing investigation in accordance with established district procedures and/or applicable law. Audio/visual recordings considered for retention as part of a student's behavioral record will be maintained in accordance with established student record procedures governing access, review, and release of student records. Copies made and retained for criminal investigations may be related only as prescribed by law.

The retention period for information that has not been reviewed for law enforcement, school, or public safety purposes shall be approximately twenty-one (21) calendar days or be limited to the storage capacity of the digital recorder for digital systems and approximately fourteen (14) calendar days for IP camera systems or be limited to the storage capacity of the digital recorder.

C. **Viewing Requests**

1. Written requests (see Video Surveillance Copy Release Form Request) for viewing audio/visual recordings will be limited to the parent(s)/guardian(s) or an eligible student (18 years of age or older) or others as deemed suitable by the superintendent, building administrator, or technology coordinator. The superintendent, building administrator, or technology coordinator will grant permission to maintain, release or view recordings in accordance with federal and state student and employee privacy rights (FERPA). All audio/visual recordings are to be made by authorized personnel with one copy being made. All audio/visual recordings will remain the sole property of the district. Only the portion of the audio/visual recording concerning a specific incident will be made available for viewing.
2. Approval/denial for viewing will be made within two (2) school days of receipt of the written request and will be communicated to the requested individual.
3. Audio/visual recordings will be made available, which should occur during the course of the scheduled work day, within three (3) school days of the requested approval.
4. In extenuating circumstances, the superintendent or designee has the right to release recorded material to the appropriate government entity for criminal, civil, employment, or other proceedings. Any unauthorized release of any audio/visual recording, in part or in its entirety, may be grounds for discipline and/or arrest. Any violation of this procedure may result in disciplinary actions.

D. **Viewing of Recorded Materials**

1. Actual viewing will be permitted at school buildings, the transportation office, law enforcement offices, or other facilities as deemed necessary by the superintendent or designee. Permission for remote viewing will be determined by the superintendent.
2. All storage devices that are not in use shall be stored securely in a locked receptacle located in a controlled-access area. Each storage device that has been used shall be dated and labeled. Access to the storage devices shall only be authorized personnel.

E. **Notification**

1. A general statement shall be included in all parent, student, and employee handbooks that audio/visual surveillance equipment will be used in and around facilities and district buses and vehicles by CCSD#1 before, during, and after the regular school day and during extra-curricular activities and that the district's systems are not actively monitored.

Adopted: September 19, 2013

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