

DESCRIPTOR TERM: Support Services	Millard District Policy File Code: 3080 Approved: 05-10-18
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CAMERA SURVEILLANCE SYSTEMS POLICY

Purpose/Philosophy

The Board of Education recognizes that maintaining the safety and security of students, staff and district property is best implemented with a multifaceted approach. To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the Board.

Video surveillance may be utilized in and around schools, on district property and on school transportation vehicles. Cameras may be equipped with audio recording capabilities as well. Video surveillance shall be in accordance with applicable laws pertaining to such use. The district also shall comply with applicable law related to maintaining video recordings.

The surveillance camera systems shall not be utilized to monitor areas where persons have a reasonable expectation of privacy. Surveillance systems shall not replace the need for the ongoing vigilance of the district and/or school supervision/security staff. School administrators shall ensure that due diligence is observed in maintaining general campus security.

The superintendent or designee is directed to develop regulations governing the use of video surveillance in accordance with applicable law and Board policy.

A. Purpose and Scope

To provide guidelines and establish procedures for camera surveillance system coverage authorized users, monitoring, modifications and expansion, and maintenance and repairs.

B. Camera Surveillance System Coverage

1. Video and Audio monitoring is not permitted in areas where there may be a reasonable expectation of privacy (i.e., rest rooms, sports locker rooms, private offices, conference rooms, staff lounges). Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this policy. Recording of students for purposes of their educational programming is also not intended to be covered by this policy.

2. Each campus where a camera surveillance system is in use shall have signs posted at conspicuous locations informing persons that the buildings and grounds may be under video surveillance. Signs shall be conspicuous in size so that a reasonable person would be able to discern sign contents.

C. Authorized Camera Surveillance System Users

1. Authorized users of the camera surveillance system shall be approved by the district superintendent or designee.
2. Authorized users shall receive training regarding proper use of the camera surveillance system equipment, rules regulating privacy, and district policy. Authorized users shall be trained in the technical use of the surveillance system cameras and how to use the controls to maximize efficiency. Included in such training shall be maintenance, storage and use of surveillance images, and record keeping. Authorized users shall restrict system use to that for which it is intended (i.e. property conservation).

D. Camera Surveillance System Monitoring

1. Although constant, real-time, monitoring may not always be possible, the district and the individual school sites shall make every effort to ensure that video images are monitored on a scheduled basis.
2. Information obtained through video surveillance shall be used exclusively for security and law enforcement purposes. Camera surveillance system use for the purpose of monitoring personal safety issues, gathering evidence for use in internal employment or labor-related investigations, gang association, or other non-property related purposes is prohibited. Viewing areas off-campus, into neighboring property, into vehicles, or onto any areas where there is an expectation of privacy is also prohibited.
3. Any remote monitoring system shall ensure the security of camera surveillance system and must include a system utilizing passwords or other identifiers to gain access. Monitoring shall only be conducted by authorized school or district administrators and designees who may include Law Enforcement Officers.
4. Surveillance system misuse shall be addressed on a case-by-case basis by the school and district administration and may result in corrective action.

E. Camera Surveillance System Modifications & Expansion

1. The use of video surveillance equipment on school grounds shall be supervised and controlled by the Superintendent or Technology Director. The use of video surveillance equipment on school vehicles shall be supervised and controlled by the Superintendent or Director of Transportation. The use of video surveillance equipment at sites other than schools or school vehicles will be supervised and controlled by the Superintendent or the Technology Director.
2. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable Board policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the situation.
3. The Superintendent or Technology Director will review the use and operations of the video surveillance system with each school on a periodic basis. Video recordings may be used as evidence that a student, staff member or other person has engaged in behavior that violates state law, board policies and/or school rules.

F. Placement and Notification

1. Video/Audio surveillance equipment may be installed in and around schools, district buildings and school transportation vehicles where there is a legitimate need for video surveillance, as approved by the superintendent or designee.
2. Video/Audio surveillance equipment will not be used or installed in areas where the public, students and/or staff have a reasonable expectation of privacy, such as locker rooms and restrooms.
3. Video/Audio surveillance equipment may be in operation 24 hours per day on a year-round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
4. Video monitors shall not be located in an area that enables public viewing.
5. Conduct and comments in publicly accessible places on district property (e.g. school hallways, cafeterias, libraries, customer service contact

points, buses, athletic facilities, etc.) may be recorded by video and audio devices.

6. The district shall notify students, staff and the public that Video/Audio surveillance systems are present. Such notification will be included in staff and student handbooks and signs will be prominently displayed in appropriate locations throughout the district.
7. Specific notification will not be provided when a recording device has been installed or is being utilized in a school vehicle or building.

G. Storage, Security and Recall of Recorded ~~Camera~~ Surveillance System Information

1. The district shall provide reasonable safeguards including, but not limited to password protection, well-managed firewalls and controlled physical access MDF/IDF rooms to protect the video/audio surveillance system from hackers, unauthorized users and unauthorized use.
2. Video/Audio recordings will be stored for a minimum of 12 school days after the initial recording. If the Director of Security and Emergency Planning know no reason for continued storage, such recordings will be erased.
3. Video/Audio recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and board policy.
4. To ensure confidentiality, all video storage devices that are not in use will be stored securely in the District Security Office. All storage devices that have been used will be numbered and dated. Access to the storage devices will be limited to authorized security personnel.
5. Video/Audio recordings held by the district as student education records and/or personnel records shall be maintained in accordance with applicable law and Board policy.
6. A periodic audit by the district superintendent or his/her designee of random images from the stored camera surveillance system recording media shall be conducted to ensure that the surveillance system cameras have not been moved or altered and that the images captured by the system are not inclusive of areas prohibited by this policy and where campus users may have an expectation of privacy.

H. Viewing Requests

Requests for review of video recordings that are considered a student education record or personnel record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff and/or district officials with a direct interest in the recording as authorized by the Superintendent or Technology Director. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.
2. Requests for viewing may be made to the Superintendent and the District Technology Director within 6 school days of the date of recording.
3. Approval or denial for viewing will be made within one (1) school day of receipt of the request and so communicated to the requesting individual.
4. Recordings will be made available for viewing within one (1) school days of the approval of the request.
5. Actual viewing by third parties, such as parents and students, will be permitted only in the Principal's Office or at the District Office unless otherwise required by law.
6. All viewing will include the designated district administrator or designee.
7. To the extent required by law, a written log will be maintained of those viewing video recordings including the date and location of viewing, reasons for viewing, date the recording was made and the viewer's signature.
8. Recordings will remain the property of the district and may be reproduced only in accordance with applicable law and board policy.