

## USE OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT

The Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. Upon the recommendation of the Superintendent of Schools, and after having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of video surveillance cameras in its middle/high school, surrounding school grounds, and on school buses. District video surveillance cameras will only be utilized in areas where there is no "reasonable expectation of privacy." With the exception of transportation, video surveillance does not include audio surveillance.

To further the Board's objective, the School District's Districtwide Safety Team shall meet as appropriate and/or deemed necessary to review district and building level safety practices, including the use of video surveillance cameras. The team may also make recommendations to the Superintendent regarding the use of video surveillance cameras. However, the Superintendent shall retain final decision-making authority regarding the recommendations of the Safety Team, and he/she shall notify the Board as to the procedures to be implemented with regard to the use of video surveillance cameras by the School District.

The Superintendent will be responsible for appropriate use of video surveillance, and he/she or designee will determine the need to view and/or review video surveillance recordings. The Superintendent or designee may specifically authorize an individual with technology expertise to view live video-streaming, only as necessary, in order to determine repairs to the system. Finally, the Superintendent or designee will grant viewing of live video-streaming to law enforcement only when there is a crime or emergency in progress that threatens safety and security of students/building occupants.

Any video recording used for video surveillance purposes in school buildings and/or on school property shall be the sole property of the district, and the Superintendent or his/her designee will be the custodian of such recordings. All video recordings shall be retained for a minimum of thirty (30) days from the date of its creation. When a recording may be used as evidence in a student disciplinary matter or hearing pursuant to Education Law 3214 it shall be retained in a secured location by the district, and in its original format, for the period provided for in the Records Retention and Disposition Schedule ED-1, or until the conclusion of any such disciplinary or legal proceeding, whichever is longer.

### **Disciplinary Hearings**

In the event a student is brought up on disciplinary charges pursuant to Education Law 3214, relative to alleged misconduct that has been recorded on a district-owned video recording, the charged student or student's parent/guardian may request to view such video

recording. Requests for viewing such video recording must be made in writing to the Superintendent or designee. The Request for Viewing Form will require a statement detailing the reason for the request. If the request is granted, such viewing must occur in the presence of the district's designated custodian of the recording. Under no circumstances will the district's video recording be duplicated and/or removed from district premises, unless in accordance with a court order and/or subpoena, or at the discretion of the Superintendent.

A student who is disciplined as a result of the contents of a video recording, as well as his/her parents or legal guardian, shall have an opportunity to view the tape which is the basis for the disciplinary action. However, should the results of a formal investigation that is conducted by the district, relative to a student's misconduct, be unfounded, the student and/or parent/guardian to which the video recording allegedly pertains, shall not be entitled to view such video recording.

**Signage/Notification Regarding Use of Video Surveillance Cameras in School Buildings, School Buses and/or School Grounds**

Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the district's use of video surveillance cameras.

Students will receive additional notification, as appropriate, regarding the use of video surveillance cameras in the schools, on school grounds, and on school buses. Such notification may include, but is not limited to, publication in the district calendar and on the district web site, and in student handbooks. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of video surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

Cross-ref:      6920 Comprehensive Safety and Security  
                     8410 Transportation Policy

**First Reading:            January 16, 2013**  
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