ECAD-R - Security Camera System Administrative Procedure

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A. **Security Camera Placement**

1. Security cameras may be placed outside and inside school facilities as described in Policy ECAD and as approved by the Superintendent. The Superintendent shall consult with the building administrator and others as appropriate prior to approving placement of security cameras.

2. The use of security cameras or video devices may also be approved in particular locations by the Superintendent on a short-term basis in connection with investigations of possible misconduct and/or illegal activity.

3. Security cameras will not be placed in bathrooms, locker rooms, private offices or other locations where the Superintendent determines that users have a reasonable expectation of privacy, except as otherwise permitted by law.

B. **Viewing/Monitoring of Live Images from Security Cameras**

1. In order to maintain building security, a monitor will be placed to enable office staff [or insert other appropriate staff] to observe points of access to the building.

2. The Superintendent, building administrators and others designated by the Superintendent may monitor security camera images on a periodic or random basis for school-related purposes.

3. In situations when the School Department's Comprehensive Emergency Plan is implemented and/or there is an immediate security risk, law enforcement officials may view directly images from school security cameras at the school on their own monitors at other locations**. [Note: If there is no such access, this paragraph will need to be modified.]**

C. **Viewing of Security Camera Recordings**

1. The Superintendent, building administrators and others designated by the Superintendent may review security camera recordings for school-related purposes. Other school employees may be authorized by the Superintendent or a building administrator to view recordings if there is a

legitimate educational or operational reason to do so.

2. Any security camera recording used for student disciplinary purposes will only be disclosed as authorized by the Family Educational Rights and Privacy Act (FERPA) and in accordance with Board policy.

3. The parents/guardians of a student or an eligible student under FERPA may request to view portions of a security camera recording used as a basis for disciplinary action against that student. Viewing of the security camera recording shall be conducted in the presence of a building administrator and shall be conducted in a manner that does not violate the confidentiality rights of other students.

4. Law enforcement personnel may review security camera recordings, when available, to investigate possible criminal conduct.

D. **Storage and Security of Security Camera Recordings**

1. All security camera recordings will be stored in a secure location to ensure confidentiality.

2. Security camera recordings will be retained for no more than 30 days, except in cases where there is a request from the police or a court, or when recordings are needed for an investigation or disciplinary matter, in which circumstances the recording will be maintained until no longer required to resolve the matter.

Cross Reference: EBCA – Comprehensive Emergency Management Plan

JRA – Student Records and Information

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