

SUBJECT: 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. 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 surveillance cameras in its schools, its buses and/or on school grounds. District surveillance cameras will generally be utilized in public areas where there is no "reasonable expectation of privacy." There is no expectation of privacy with respect to surveillance on District property or in District vehicles with the exception of restrooms, locker rooms and changing areas. Notwithstanding the foregoing, there shall be no expectation of privacy in the lockers or other storage areas, even if they are located within locker rooms, restrooms or changing areas and such lockers/storage areas may be searched with or without reasonable suspicion. In addition, surveillance cameras will not be used in classrooms during the school day. Audio surveillance recordings shall be utilized by the School District officials only where public notice of such use has been provided on buses only; such limitation does not preclude the use of audio surveillance recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

To further the Board's objective, the School District's District-wide Safety Team shall meet as appropriate and/or deemed necessary to develop, implement and review District and building level safety practices. The Team shall also make recommendations to the Superintendent regarding the implementation and use of surveillance cameras as authorized by the Board of Education. 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 surveillance cameras by the School District.

In determining the most appropriate use and implementation of surveillance cameras in the schools, school buses and/or on school grounds, the District-wide Safety Team's recommendation will be guided by, at a minimum, the following considerations:

- a) Demonstrated need for the device at designated locations;
- b) Appropriateness and effectiveness of proposed protocol;
- c) The use of additional, less intrusive, means to further address the issue of school safety (e.g., restricted access to buildings, use of pass cards or identification badges, increased lighting, alarms);
- d) Right to privacy and other legal considerations (which should be referred to the School Attorney for review and compliance with applicable laws and regulations); and
- e) Expense involved installing and maintaining the use of surveillance cameras at designated locations, including school buses and/or on school grounds.

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2 of 2

Non-Instructional/Business
Operations

SUBJECT: USE OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT (Cont'd.)

Any recording used for surveillance purposes in school buildings, school buses and/or on school property, shall be the sole property of the District; and the Superintendent or his/her designee(s) will be the custodian(s) of such recordings. All recordings will be secured to avoid tampering and to provide confidentiality in accordance with applicable laws and regulations. District and building-level administrators are authorized to access, view, and utilize live and recorded audio/video. Others may view recorded video at the discretion of said district and building-level administrators for educational or legal purposes. Such audio/video files will be stored on the district owned electronic equipment and may be transferred to other entities as deemed appropriate by the Superintendent for legal or educational purposes.

Audio/Video files and images will generally be stored for up to sixty (60) days. Files containing incidents warranting retention for administrative or potential legal uses will be retained for three (3) years or until any minor has attained the age of twenty-one (21), (Records Retention and Disposition, Schedule ED-1, Section 185.12, 8NYCRR (Appendix I), NYSED, NYS Archives, 1988, revised 2004).

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

Appropriate signage will be posted at appropriate locations (e.g., entrances to the school buildings; entrances to buses) notifying students, staff and the general public of the District's use of surveillance cameras.

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

Adopted: 11/28/11