

SECTION: OPERATIONS

TITLE: VIDEO MONITORING SYSTEMS

ADOPTED: May 27, 2010

REVISED:

# EASTON AREA SCHOOL DISTRICT

816. VIDEO MONITORING SYSTEMS	
1. Purpose	<p>The Board strives to fulfill the district’s moral responsibility to ensure the safety of its students and employees as well as protect school property and school vehicles. The Board recognizes the value of video monitoring systems as a means to deter individuals from engaging in acts of violence or vandalism on school district property.</p> <p>The purpose of this policy is to authorize the use of video monitoring systems in furtherance of the district’s efforts to protect school property and the health, safety, and welfare of students and employees. When using video monitoring systems, the district must balance its need to protect persons and property with the privacy rights of students and employees.</p>
2. Definition	<p>For the purpose of this policy, the term video monitoring systems shall mean fixed or portable cameras that record video images, monitors on which images are viewed, and equipment on which images are recorded.</p>
3. Authority SC 510, 511, 1317, 1318	<p>This policy is approved in accordance with the authority of the School Board and designated school administrators and employees pursuant to Sections 510, 511, 1317, and 1318 of the School Code.</p>
4. Guidelines	<p>Balancing the right of privacy of students and staff against the district’s duty to maintain order and discipline, the Board deems it appropriate to provide for the use of video monitoring systems in its transportation vehicles and on school grounds.</p> <p>The following guidelines shall govern the use of video monitoring systems:</p> <ol style="list-style-type: none"> <li>1. The district shall notify its students and staff that video monitoring systems may be used on any school property or on any transportation vehicle. The district shall incorporate said notice in the student handbook.</li> <li>2. The use of video monitoring systems on transportation vehicles shall be supervised by the district transportation supervisor. The use of video monitoring systems on school grounds and on other district property shall be supervised and controlled by the building administrator or other responsible administrator.</li> <li>3. The use of video recordings from monitoring equipment shall be subject to other policies of the district, including policies concerning the confidentiality of</li> </ol>

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student and staff records. Video recordings should only be used as an aid in the investigation of an incident and possible evidence in a disciplinary or legal proceeding if requested for that purpose.

4. Video monitoring shall only be used to promote the order, safety and security of students, staff and property.
5. The district shall post signs in conspicuous places to notify the public that video monitoring systems are used to protect school property, students and employees. The purpose of those signs is to notify the public that they do not have a legitimate expectation of privacy in their actions or communications when present in those monitoring areas.
6. The Superintendent or designee shall ensure that building principals and the transportation supervisor develop written procedures for the storage, use and dissemination of video images obtained from the district's video monitoring systems. Those procedures shall reflect that:
  - a. No video image shall be stored or maintained in excess of thirty (30) days unless it is being maintained for use as evidence in a disciplinary matter, legal proceeding, or as directed by the Superintendent.
  - b. Video images shall only be disseminated to determine: (1) if an individual depicted in the video image violated school rules or has knowledge of any such violation; (2) to report suspicious or criminal activity to law enforcement officials; or (3) to allow the Superintendent or designee to consult with third parties as deemed necessary.
  - c. Disclosure of information shall be consistent with federal and state laws such as the Family Educational Rights and Privacy Act. (FERPA).

Camera Location, Operation, and Control:

1. Cameras shall only be installed in identified public areas, except as otherwise provided in this policy. Only authorized personnel shall have access to the surveillance equipment. Unauthorized tampering with or disabling of video cameras or other related equipment would subject an employee to immediate dismissal without progressive discipline. Video monitors will be positioned in such a way as to avoid public viewing.
2. Cameras shall not be positioned in areas where individuals have a legitimate right to expect privacy, i.e. washrooms, change rooms, and staff rooms. Additionally, outside cameras shall not be directed towards private non-district property.