

FACILITIES

Policy 708-G

Video Surveillance

Routine Use

1. Video surveillance cameras will be calibrated to only collect personal information that is necessary to achieve the purposes the building administrator or officers of the School District has identified for the surveillance.
2. Video surveillance camera locations will be determined through consultation with security professionals, law enforcement officers, officers of the School District and/or the building school principal or building supervisor as appropriate. Camera locations and use must be in compliance with the Freedom of Information and Protection of Privacy Act.

Security

1. A designated employee or agent of the School District will install video cameras. Only designated School District employees or agents and the building administrator shall handle the camera or recordings.

Real-Time Monitoring

1. Real-time monitoring may be implemented for the purposes of identifying problems that require immediate intervention and for the safety of people on the premises during regular school hours or after hours and weekends to monitor community use of schools.
2. Real-time monitoring may also be permitted for other purposes such as monitoring weather conditions for grounds maintenance purposes (e.g., ice and snow removal).

Viewing Recordings

1. All authorized individuals should be fully aware of the purposes of the recordings and understand the confidentiality requirements per School District policies and the Freedom of Information and Protection of Privacy Act.
2. A Video Surveillance Release Form (SA-62) must be completed if a recording is disclosed for law enforcement purposes. The form should indicate who took the storage device or file containing the information, under what authority, when this occurred, and if it will be returned or destroyed after use. The form must be completed by the administrator directly responsible for the overall administration of the District's video surveillance systems and signed by the Superintendent of Schools or designate.

Review

1. Each building administrator is responsible for the proper implementation and control of the video surveillance system. The building administrator should involve the appropriate department to repair, install or maintain these systems to a District standard.
2. All surveillance equipment operators must be aware that their operations are subject to audit and that they may be called upon to justify their surveillance interest in any given individual.

Administrative Guidelines

3. The Superintendent of Schools or designate will conduct periodic random audits on the use and security of surveillance equipment, including monitors and storage devices. The audits will examine the adherence to Policy 708.
4. The results of the audit should be documented in detail and concerns be reported to the Executive Team.