

Non-Instructional/Business
Operations**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. 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 school buildings and surrounding school grounds. District video surveillance cameras will only be utilized in areas where there is no "reasonable expectation of privacy." Video surveillance does not include audio surveillance; we are not conducting audio surveillance.

To further the Board's objective, the School District's District-wide 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. 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. The Superintendent or his/her designee will determine the need to view and/or review video surveillance recordings. Designees will be limited to the following individual administrators in the following order: the High School Principal and/or the Middle School Principal, the Assistant Superintendent for Business, the Director of Buildings and Grounds, the Director of Transportation, the Director of Athletics and/or the High School Assistant Principal.

The Superintendent and/or his/her designee may view live video-streaming in order to assist in the event of an emergency in progress that threatens safety and security of students/building occupants or in order to maintain the system; these events will be specifically authorized. The Superintendent and/or his/her 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.

The Superintendent and/or his/her 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. The District shall enact a Memorandum of Understanding with law enforcement agencies regarding the use of the video surveillance system prior to providing them with access to the system.

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 period of 15 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 or an employee disciplinary proceeding initiated pursuant to procedures set forth in a collective bargaining agreement, Education Law § 3020-a or Civil Service Law § 75, it shall be retained in a secured location by the District 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.

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SUBJECT: USE OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT (cont'd)**Disciplinary Hearings**

In the event a student is brought up on disciplinary charges pursuant to Education Law §3214 or an employee is subjected to a disciplinary proceeding relative to alleged misconduct that has been recorded on a District-owned video recording, the charged student, student's parent/guardian or employee may request to view such video recording. Requests for viewing such video recording must be made in writing to the Superintendent or his/her designee. The Request for Viewing Form will require a statement detailing the reason for the request. Requests for viewing a video recording must be made in writing to the Superintendent or his/her designee and, 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 the video recording, as well as his parents and legal guardian, or an employee who is disciplined as a result of the contents of the video recording 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 or employee's misconduct) be unfounded, the student, parent/guardian and/or employee 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 on 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 and staff will receive additional notification, as appropriate, regarding the use of video surveillance cameras in the schools and 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 video surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

Refer to: Policy 5751

Adopted: 4/18/18