OPERATIONAL SERVICES

Video Surveillance

District 29 is responsible for the management of video surveillance systems at each school in District 29. These systems shall be used for security, safety and law/policy enforcement purposes. The Superintendent of Schools will approve the installation and the appropriate placement of surveillance cameras. No video surveillance systems or equipment shall be installed without the knowledge and prior approval of the Superintendent of Schools. The Director of Buildings & Grounds will maintain a record of each authorized camera location. Surveillance cameras utilized by District 29 within school buildings are limited to video recording capabilities only; no audio surveillance can be detected or recorded by these cameras.

Employees are not permitted to create video recordings of conversations, meetings or conferences using the surveillance system without prior written approval of the Superintendent of Schools and the approval of the parties being recorded. This restriction does not apply to open public meetings. Employees discovered making unapproved recordings will be subject to disciplinary action, including dismissal. The Superintendent of Schools may make exceptions to this restriction for employees who present medical certification of the need to use a recording device as a reasonable accommodation.

Cameras will not be installed in areas where employees, contractors, vendors or visitors could reasonably expect privacy, such as restrooms, break rooms, and individual offices. Video surveillance cameras will not be installed in conference rooms, employee offices or where confidential information may be copied or transmitted.

Signage

Before live camera monitoring and recording may begin, signs must be displayed indicating that video surveillance may be in use. This signage shall serve as the method to inform all employees, students and visitors of surveillance camera installation. Signage states that surveillance cameras are in use, not that they are being monitored. Monitoring implies the capability of 24-hour viewing of live footage.

Viewing

All video surveillance cameras are capable of recording continuously by a digital video recording system. Recorded video is used exclusively for the investigation of security and safety incidents. Viewing of surveillance camera footage (either live video feed or recording) shall be conducted only by personnel authorized directly by the Superintendent of Schools. Any member of the Superintendent's Administrative Team (i.e., Principals, Directors) may view specific footage for a particular reason outlined by the requestor and approved by the Superintendent.

Any employee authorized by the Superintendent of Schools to view surveillance camera footage shall perform their duties in a legal, responsible, and ethical manner. Other designated individuals viewing the live footage or conducting investigations of stored video footage shall not discuss information contained within or regarding the footage to any other individuals.

The surveillance camera system does not guarantee that someone on District 29 property is safe from crime. District 29 employees, students, contractors and visitors to the property should have no expectation that the surveillance cameras are being monitored 24-hours per day, seven days per week, nor that the District is going to observe or respond to a crime in progress.

Access and Release

The Superintendent of Schools has exclusive control of the release of video recording produced by this system. Only personnel authorized by the Superintendent of Schools may review surveillance camera recorded data. Any requests for access to video recording must be approved by the Superintendent of Schools or the District 29 Board of Education. Circumstances that may warrant a review should be limited to instances where an incident has been reported or observed or for investigation of a potential crime or violation of the policies.

Requests from staff, students, parents/guardians, or any individuals or agencies to release or obtain a copy of recorded data must be authorized by the Superintendent of Schools and the District's General Counsel prior to release. Recorded data may be released when it is related to a criminal investigation, civil suit, subpoena or court order, arrest of any employee or non-employee occurring on District 29 premises or disciplinary or personnel action against an employee. Any release of recorded data shall be detailed on a written log, including a brief description of the footage released; its date, time, and location; and any supporting documentation necessitating its release (i.e., subpoena, court order, etc.).

Storage and Retention

Images and video captured by the surveillance cameras will be maintained for a minimum of 30 days and no more than 60-days, unless required for a continuing investigation of an incident, after which the recorded data will be erased or destroyed.

All recorded data shall be stored on an assigned secure network with secured access. Recorded data retained for investigation purposes shall be strictly managed, with access limited to personnel authorized by the Superintendent of Schools.

APPROVED: NOVEMBER 15, 2022