
Policy: VIDEO/AUDIO SURVEILLANCE ON SCHOOL PROPERTY AND SCHOOL BUSES

The MSAD 46 School Board recognizes the schools' continuing responsibility to maintain order and an appropriate learning environment in and around schools to ensure the safety of staff and students. After carefully balancing the need for safety with student and staff interests in privacy, the School Board supports the use of video/audio surveillance cameras on designated school buses, school grounds and in areas of common use within buildings. Areas of common use include but may not be limited to parking lots, school entrances, hallways, cafeterias, libraries, and gymnasiums.

Video/audio surveillance cameras will be located and used for the following purposes: (1) To assist in efforts to promote and maintain the safety of students and other users of school property; (2) To assist in protecting school property and the property of others; (3) To deter unsafe, destructive, or other improper conduct; and (4) To increase the likelihood of identification of individuals who may violate school policies and/or commit crimes. The cameras may be used by authorized personnel to monitor activity during the school day and monitor activities in and around the school property at any time.

Notice of use video/audio cameras for safety and security purposes will be provided to students, parents, and staff in appropriate handbooks on an annual basis. Appropriate signage, indicating the use of video/audio cameras, will be displayed outside and within MSAD #46 buildings and on designated school buses.

Violation of School Board policies/procedures and school rules viewed or recorded on the video/audio surveillance system shall be addressed in accordance with the applicable School Board policies and/or school rules. In addition, evidence of illegal activities may be referred to law enforcement authorities. (In regard to such video/audio recordings, the school system will comply with all applicable provisions of state and federal law concerning staff and student records.)

The Superintendent is responsible for the development of administrative procedures regarding the use of the video surveillance. Such procedures will provide a process for review of video recordings when significant violations of the staff or student discipline/conduct code occur. Procedures will also address installation and placement of cameras, monitoring of cameras, requests to view video/audio recordings.

Cross reference: Regulation EEAEFA – Video Surveillance on School Property – Administrative Student Records

JO- Student Records

SAD #46

CODE EEAEFA-R

Policy: SECURITY CAMERA SYSTEM ADMINSTRATIVE PROCEDURE

A. Security Camera Placement

1. Security cameras may be placed outside and inside school facilities (including buses) as described in Policy EEAEFA and as approved by the Superintendent. The Superintendent shall consult with the building administrator and others as appropriate prior to approving placement of security cameras.
2. The use of security cameras or video/audio devices may also be approved in particular locations by the Superintendent on a short-term basis in connection with investigations of possible misconduct and/or illegal activity.
3. Security cameras will not be placed in bathrooms. Locker rooms, or other similar locations as determined by the Superintendent.

B. Viewing/Monitoring of Live Images from Security Cameras

1. In order to maintain building security, a monitor will be placed to enable office staff or other staff authorized by the Superintendent to observe points of access to the building.
2. The Superintendent, building administrators and others designated by the Superintendent may monitor security camera images on a periodic or random basis for school-related purposes.
3. In situations when the School Department's Comprehensive Emergency Plan is implemented and /or there is an immediate security risk, law enforcement officials may view directly images from school security cameras at the school on their own monitors at other locations.

C. Viewing of Security Camera Recordings

1. The Superintendent, building administrators, IT Directors, SRO, Transportation Director and others designated by the Superintendent may review security camera recordings for school-related purposes. Other school employees may be authorized by the Superintendent or a building administrator to view recordings if there is a legitimate educational or operational reason to do so.
2. Any security camera recording used for student disciplinary purposed will only be disclosed as authorized by the Family Educational Rights and Privacy Act (FERPA) and in accordance with School Board policy.

3. The parents/guardians of a student or an eligible student under FERPA may request to view portions of a security camera recording used as a basis for disciplinary action against that student. Viewing of the security camera recording shall be conducted in the presence of a building administrator and shall be conducted in a manner that does not violate the confidentiality rights of other students.
4. Law Enforcement personnel may review security camera recordings, when available, to investigate possible criminal conduct.

D. Storage and Security of Security Camera Recordings

1. All security camera recording will be stored in a secure location to ensure confidentiality.
2. Security Camera recordings will be stored no longer than one school year, except in cases where there is a request from the police or a court or when recording are needed for a disciplinary matter.
3. Recordings related to a disciplinary matter will be maintained in their original form until the matter is resolved.

Cross Reference: EEAEFA – Video Surveillance of School Property

JRA – Student Records and Information

Date Approved: 12-4-19

SAD #46