

## POLICY #8691 Monitoring Devices on School Property - Video Surveillance (Video Cameras), CCTV (Closed Circuit Television)

The Vineland Board of Education agrees to allow the use of Video Surveillance to promote the safety and security of students and staff, the protection of Board property, deterrence and the prevention of criminal activities and the enforcement of school rules.

### DEFINITIONS

Video Surveillance is a term that refers to video-audio-digital components of multi-media surveillance.

### GUIDELINES: VIDEO MONITORING ON SCHOOL PROPERTY

#### Camera Location, Operation and Control:

- School division buildings and grounds may be equipped with video monitoring devices.
- Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of threats, prior property damages, or security incidents.
- Cameras placed outside shall be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises.
- Surveillance cameras located internally shall not be directed to look through windows to areas outside the building unless necessary to protect external assets or to ensure personal safety of patrons or employees.
- Cameras shall not be used to monitor inside change rooms, locker rooms, and washrooms.
- Cameras that are located in a gymnasium or swimming pool area will not be operational during the normal school day during teaching hours.
- The supervisor of technology shall be responsible to manage and audit the use and security of monitoring cameras; monitors; harddrive storage; VCR Storage; computers used to store images; computer diskettes and all other video records.
- Only individuals authorized by the Superintendent of Schools in accordance with policy, shall have access to video monitors, or be permitted to operate the controls.

#### Notification

- All staff shall be made aware of the Vineland Board of Education's video surveillance guidelines and practices.
- At each school or site where video surveillance is employed, the school principal or other site administrator shall inform students, staff, and parents at the beginning of each school year that video surveillance will occur throughout the school year and explain the purpose for such monitoring practice.

#### Use of Video Recordings

- A video recording of actions by students may be used by the Vineland Board of Education or administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about Vineland Board of Education property.

- The Vineland Board of Education or its administrators will not employ the video surveillance system in instructional observations on professional staff.
- Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Vineland Board of Education policy and school rules.
- The Vineland Board of Education may use video surveillance of students, staff, and others to detect or deter criminal offenses that occur in view of the camera.
- Video recordings may be released to third parties or applicants in conformance with the provisions contained in applicable state and federal statutes and laws.
- The Vineland Board of Education or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.

#### Protection of Information and Disclosure/Security and Retention of Electronic Video Data (Includes, Diskettes, CD-ROM, etc.)

- All video electronic data not in use should be securely stored.
- All video electronic data that have been used for the purpose of this policy shall be numbered and dated and retained according to the camera site.
- The superintendent of schools, principal of the affected school, or supervisor of technology must authorize access to all video electronic data.
- Documentation shall be maintained of all episodes of access to, or use of recorded materials.
- Video electronic data will be erased normally on a monthly basis. Video electronic data that contain personal information used to make a decision directly affecting an individual, however, may be retained for a longer period of time as needed.
- The superintendent of schools, principal of the affected school, or supervisor of technology shall ensure that a video electronic release form is completed before disclosing video surveillance electronic data to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation. Such release forms should include the individual or organization who is requesting the video electronic data, the date of the occurrence and when or if the video electronic data will be returned or destroyed by the authority or individual after use.

#### Disposal or Destruction of Video Electronic Data

- All recordings shall be disposed of in a secure manner.

#### Video Monitors and Viewing

- Only individuals authorized by the superintendent of schools shall have access to video monitors while they are in operation.
- Video monitors should be in controlled access areas wherever possible.
- Video records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.

#### Disclosure

-Recordings shall not be disclosed except in accordance with this policy. Disclosure of video electronic data shall be on a need to know basis, in order to comply with the Vineland Board of Education's policy objectives, including the promotion of the safety and security of students, the protection of Vineland Board of Education property, deterrence, and the prevention of criminal activities and the enforcement of school rules.

#### Access to Personal Information

-An individual who is the subject of video monitoring has the right to request access to the recording in accordance with the provisions contained under the Freedom of Information Act. Access in full or part may be refused on one of the grounds set out within the legislation.

Adopted: 09 February 2005