

Lewis Center for Educational Research

BP 3515.7: VIDEO SURVEILLANCE SECURITY SYSTEM

Adopted: September 12, 2011

Revised:

The organization may install, monitor, and maintain video surveillance systems at school sites and on other property operated by the organization. The purpose and function of the video surveillance system is to protect school property before, during, and after school hours. The intent is to reduced losses due to fire, theft and vandalism.

The organization will use a continuous program of "best practices" with regard to video surveillance systems. The following procedures will be implemented with periodic review.

General Guidelines

Video surveillance is particularly well suited to schools because of their controlled environment. The same students, faculty, and staff are present nearly every day. This facilitates identification, apprehension, and discipline of trespassers, and those involved in other criminal or disruptive behavior more readily than does an environment with an ever-changing population.

Each site administrator will have the responsibility, with the consent of the organization, to implement a video surveillance program, which promotes the goals of safety and security.

School administration will disseminate written materials describing the purpose and location of the video surveillance system and the guidelines for its use, as and when required.

Cameras will not be used in location where there is a reasonable expectation of privacy such as restrooms, locker rooms, private offices (without written consent), classrooms, conference rooms, or lounges.

Handheld video recorders may be appropriate. Their use can help to identify trespassers as well as those involved in other criminal or disruptive behavior. The tape provides a record to support disciplinary action against students and staff, as well as trespassers.

Conducting Ongoing and Specific Surveillance Activities

Information obtained through video surveillance will be used exclusively for security and law enforcement purposes. Real time monitoring of the cameras may take place.

Care and diligence will be taken to ensure that appropriate use is made of the video surveillance system. Any view of surrounding residential housing will be limited to that

available with unaided vision. The standard of a "reasonable expectation of privacy" will not be violated.

Cameras will not peer into private places, such as the inside of a car.

Designated users are prohibited from seeking and continuously viewing people becoming intimate in public places. Video surveillance will not be used for the monitoring of individuals in the performance of their job assignments.

Designated Authorized System Users

Designated users of the video surveillance system will be appointed and approved by the site administrator. Designated users will be trained in the use of video surveillance equipment and thoroughly briefed regarding rules regulating privacy, the Fourth Amendment, and district policy.

Designated users will receive training for the use of cameras and controls to maximize efficiency and clarity of focus. Included in this training will be simple pro-active maintenance, storage and use of surveillance images, changing of tapes, and record keeping.

Conducting Maintenance and Repairs

The school will rely on the organization and/or approved video surveillance vendors for all maintenance and repair to keep the equipment in proper working order.

Storage of Tapes/Disks

Recorded analog videotape and collected digital images will be stored on site in a secure location. Reasonable care will be exercised in the handling of tapes/disks, which can be considered as potential sources of evidence.

