

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

709-AR-3. VIDEO SURVEILLANCE CAMERAS

The district has a responsibility to maintain order and discipline on district property, in school buildings, and on transportation vehicles, while respecting the privacy rights of students and staff. The district recognizes the value of video surveillance cameras for monitoring activity on school property and in transportation vehicles in order to protect the health, welfare and safety of students and staff and to safeguard district buildings, facilities, equipment and property.

The district may use video surveillance for the following purposes:

1. To monitor and protect district property.
2. To promote the safety and security of students, staff and visitors while participating or working in the educational program and at school functions and activities.
3. In response to specific inquiries and proceedings related to law enforcement.
4. When warranted for specific student discipline.

Video surveillance cameras will be used in accordance with applicable Board policies.

The district administration will notify students, staff, parents/guardians and the public that video surveillance may occur on any school property, in school buildings, and on district transportation vehicles. Notice will be given through, but not limited to, signs posted in conspicuous places, student handbooks, district calendar, district newsletter, and district website.

Students, staff and the public will not be specifically notified when a video camera is in use.

The Superintendent or designee, in consultation with building and site administrators, will be responsible for determining the location of video surveillance cameras in the district and on buses.

Building principals are responsible for supervising and controlling video systems in their respective school buildings and for maintaining the recordings. The Transportation Coordinator is responsible for supervising and controlling video systems on buses and transportation vehicles and for maintaining the recordings.

Administrators assigned responsibility for the video surveillance system will receive training for performing their duties and functions, which includes receiving copies of these administrative regulations.

Cameras will not be placed in areas where students, staff and community members have a reasonable expectation of privacy.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee will ensure that the images are accessed, retained, and disclosed in accordance with applicable laws and regulations, Board policy and administrative regulations, and applicable collective bargaining agreements.

Procedures

The use of video surveillance cameras on district property, in school buildings and on district transportation vehicles will be in accordance with the following procedures:

1. Video recording equipment will be installed in prominent places.
2. Video equipment will not be installed in areas with an expectation of privacy, such as locker rooms and adult and student restrooms.
3. Video recording equipment may be in operation twenty-four (24) hours per day.
4. Audio will not be a part of the video recordings made, reviewed or stored by the district administration.
5. Video recordings remain the property of the district.
6. Video monitors will be located in administrative offices in school buildings, and will not be located in an area that enables public viewing.
7. Video recordings will be reviewed only when there is a need to do so, either because a specific incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to, incidents of property damage, theft, trespassing, personal injury, fighting, bullying, harassment, etc.
8. Students and staff are prohibited from unauthorized use, tampering or otherwise interfering with video recordings and/or video camera equipment, and will be subject to disciplinary action.
9. Assigned staff will provide reasonable safeguards, including but not limited to, password protection, well-managed firewalls, and controlled physical access to protect the surveillance system from hackers, unauthorized users and unauthorized use.

Storage/Security

1. Video recordings will be stored for a minimum of five (5) school days after the initial recording. If the principal or Transportation Supervisor knows no reason for continued storage, the recordings will be released for erasure.
2. Storage of recordings will vary, based on the type of system installed and availability of storage facilities.
3. Video recordings held for review due to reported or suspected incidents will be maintained in the original form, pending resolution. Recordings will then be released for erasure, copied for law enforcement, or retained as a necessary part of the student's/employee's record, in accordance with applicable law, Board policy and administrative regulations.

Student Records

1. Video recordings may become a part of a student's educational record.
2. District will comply with applicable federal and state laws and regulation, Board policy and administrative regulations related to student record maintenance and retention.