

# Orange East Supervisory Union

## **F26 Security Cameras (Recommended)**

**Date Warned:** 12-03-19

**Date Adopted:** 01-07-2020

**Date Revised:**

**Date Reviewed:**

### **Purpose**

It is the policy of the Orange East Supervisory Union to allow the use of security cameras to monitor and record activity in public areas of district buildings and property to improve the safety and security of the district.

### **Scope**

This policy applies to all staff, faculty, students, vendors, contractors, visitors and property of the Orange East Supervisory Union.

### **General Principles**

- A. The use of security camera equipment on school grounds and on other district property shall be supervised and controlled by the Superintendent or designee.
- B. The district shall annually notify its students, staff and parents/guardians that security cameras may be in use on any school property.
- C. The district shall post signs at each building with security cameras, notifying occupants that security cameras may be in use.
- D. Security cameras shall not make audio recordings without prior approval from the Superintendent.
- E. Security cameras may be used for live, day and night viewing of buildings and grounds by staff authorized by the Superintendent.
- F. The use of video recordings from security camera equipment shall be subject to the other policies of the district, including policies concerning the confidentiality of student records. Video monitoring for security purposes will be conducted in a manner consistent with this policy, labor master agreements and any applicable federal, state and local law. Violations of this policy may result in disciplinary action.
- G. Video monitoring of public areas for security purposes will be conducted in a manner consistent with all existing Orange East Supervisory Building policies, including the Non-Discrimination Policy, the Harassment, Hazing and Bullying Policy and other relevant policies. This policy prohibits monitoring based on legally protected bases outlined in

Orange East Supervisory Union's Policies on Non-Discrimination and Harassment, Hazing and Bullying (e.g., race, gender, sexual orientation, national origin, disability, etc.)

- H. Security cameras shall be used only to promote the order, safety and security of students, staff and property and to assist school administrators in investigating misconduct by persons on the premises.
- I. Security recordings shall be maintained by the district for at least 30 days, after which time the recordings may be purged. If the District becomes aware that a recording is evidence in any kind of disciplinary proceeding, investigation or litigation, the recording must be retained until the matter has been resolved.
- J. The District shall keep a log of any persons accessing video images from cameras.