

Administrative Procedure: ECAF-R

School Safety and Security Video Safety Cameras Procedures

The MSAD#44 School Board authorizes the use of safety and security equipment in school facilities and on school property to protect the health, welfare, safety, and security of students, staff, visitors, and school property, to identify individuals in violation of district policy and/or school regulations, and to apprehend individuals suspected of engaging in criminal activity. Safety and security equipment may only be used to promote order, safety and security of students, staff, and property when less intrusive means have been ineffective or unworkable.

Approval Protocol

The implemented safety and security equipment should be designed and operated so that it creates the least possible necessary privacy intrusion. Board approval will be based on demonstrated need and adequate funding. The need should include:

- History of incidents, including personal safety, vandalism, or theft.
- Effectiveness of the proposed equipment in preventing future incidents.
- The effect the proposed equipment will have on personal privacy.
- Plans for how personal privacy will be protected.
- Proposed locations for the equipment.

The Board recognizes that modified expectations of privacy exist in schools and that implementation of Policy ECAF ensures stringent privacy controls.

Student Records

MSAD#44 shall comply with all applicable state and federal laws related to video recordings when, as determined by the District and in accordance with law, such recordings are considered for retention as a part of the student's behavioral record. Such records will also be subject to established District policies and procedures regarding confidential student records including access, review, and release of such records.

Staff Records

Recordings considered for retention as part of an employee's record must be maintained in accordance with District personnel policies, administrative regulations, and negotiated agreements covering access, review, and release.

Notice

MSAD#44 will annually provide notification to students, parents, and staff that security cameras are present and that recordings may occur. Notification will be incorporated into the student and staff handbooks and on signage in appropriate locations.

Parents, students, the public, and staff will not be specifically notified when security equipment is in use.

System Operation

1. Security equipment will be operated in schools and outside on school property in accordance with district policy and as approved by the superintendent or designee.
2. Security equipment should not monitor areas where the public and employees have a reasonable expectation of privacy such as locker rooms and adult and student restrooms.
3. Security equipment may be in operation twenty-four hours a day.
4. The use of security equipment on school grounds shall be supervised and controlled by the building principal or designee. Designation to operate the system or maintain recordings will be limited to administrative staff or assigned technician(s).
5. Security recordings may be viewed or reviewed only when there is reasonable suspicion that an incident has occurred or in response to an alleged incident. Examples include, but are not limited to: theft, property damage, personal injury, trespass, or terrorism. The principal may delegate real time viewing of monitors to a limited number of individuals in secure administrative offices away from public view. Real time viewing is allowed only when there is reasonable suspicion that an incident has occurred.
6. Administrative and technical staff assigned to the security system will be required to review and apply these regulations in performing their duties related to operating the system.
7. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with security equipment and will be subject to appropriate disciplinary actions.
8. The district shall provide reasonable safeguards including but not limited to password protection, well-managed firewalls and controlled physical access to protect the system from hackers, unauthorized use, and unauthorized users.
9. These regulations will be incorporated into training and orientation programs and shall be reviewed and updated periodically.
10. Security information monitoring must take place away from public viewing in a private secure area, school office, the Central Office, or law enforcement facility.
11. The district will implement a ~~strict~~ maintenance schedule for the security equipment including refocusing, repositioning, and lens cleaning.
12. The district may consider using motion detectors to activate the security equipment.
13. Administration will conduct a three-year review cycle of the security system to assess its effectiveness and current need. The school will conduct an ongoing review of incidents and circumstances to ascertain optimum placement of the equipment.
14. The Oxford County Sheriff's Department will have direct access to the security video stream in order to initiate a rapid response to an emergency or unauthorized building intrusion.

Storage/Security

1. Security recordings will be stored for a minimum of thirty school days up to a maximum of forty-five school days, 45 days," unless an investigation or incident occurs necessitating an increase to 180 days, where upon if the school administrator knows no reason for continued storage, s/he will authorize erasure. Storage devices will vary, but must be dated and labeled with a sequential number or other verifiable symbol.
2. Security recordings held for review of property or incidents will be maintained in their original form pending resolution. Recordings will then be released for erasure, copied by law enforcement agencies, or retained as a necessary part of the student's behavioral record or staff's personnel record in accordance with district policies, procedures, negotiated contract, and applicable law. Security recording storage required for evidentiary purposes must be stored according to standard procedures until law enforcement authorities request them. A release form or an entry in the logbook should be completed before any storage device is shared with an appropriate authority. The form will include who took the device, under what authority, when it occurred, and if it will be returned or destroyed. This activity shall be regularly monitored and strictly enforced.
3. All security information recordings and other storage devices that are not in use should be stored securely in a locked receptacle, located in a controlled access area. All storage devices that have been used should be numbered and dated. Access to stored recordings should be limited to only authorized personnel. Logs should be kept of all instances of access to, and use of recorded materials, to provide a proper audit trail.

Viewing Requests

Requests to view security recordings shall comply with all state and federal law, and Board policies JRA-Student Records, JRA-R-Students Records Procedures, and KDB-Public's Right to Know.

All requests for review that are considered an educational record or personnel record will be as follows:

1. Requests must be submitted in writing for viewing video records and will be limited to the appropriate staff member, school administrator, parent/guardian or student 18 or older, or others with a direct interest in the proceeding as determined by the Superintendent or designee.
2. Requests for viewing shall be made in writing to the Building Principal or the Superintendent.
3. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
4. Approval/denial of a viewing request will be made in writing to the requesting individual(s) within five (5) school days of receipt of request.
5. Security recordings will be made available for viewing within three (3) school days of the request approval.

Viewing

1. Actual viewing will be permitted at school-related sites only, including schools, Central Office, or as otherwise required by law.
2. All viewing will be done in the presence of the Principal, Dean, and/or Superintendent
3. A written log will be maintained including the date and individuals viewing the security recording, reason, the date the recording was made, the location where the security recording was made, individuals involved, and signature of the viewer(s).
4. Security recordings remain the property of the District and may be reproduced only in accordance with the law and District policies, procedures, and negotiated agreements.
4. Law enforcement officials with the Right to Know and approved by the principal or Superintendent shall have access to the security monitors or tapes, be permitted to operate the controls, and view the surveillance tapes.

Purchase, Maintenance, and Replacement of Equipment and Supplies

1. The Superintendent, Assistant Superintendent, or administrative designee will be responsible for all security equipment and supplies purchases, maintenance, and replacement.
2. The Superintendent, Assistant Superintendent, or administrative designee will develop long-range security equipment and supply replacement cycle.

Legal Reference: Title I-Amendments to the Individuals with Disabilities Act
Family Educational Rights and Privacy Act, sec.437, 20 U.S.C.
Sec. 1232G (1988)

Cross Reference: AC-Non-discrimination
EEAEF-Video Camera Use On School Vehicles Student Records
EEAEF-R-Video Camera Use On School Vehicles Student
EHB-Student Records Retention
GBJ-Personnel Files
GBEB-Staff Conduct
JI-Student Rights and Responsibilities
JICIA-Weapons, Violence, and School Safety
JIH-Questioning and Searches
JK-Student Discipline
JRA-Student Records
KDB-Public's Right to Know
KLG-Relations with Law Enforcement

Adopted: July13, 2015