

NEW SHOREHAM SCHOOL DISTRICT
BLOCK ISLAND SCHOOL

PURPOSE

The New Shoreham School Committee supports the use of video cameras for the purpose of enhancing school safety and security. The goal is to promote and foster a safe learning environment for students, teachers, administrators, staff, and community members who use our school property.

Upon carefully weighing and balancing the rights of privacy of students against the school's duty to maintain order and discipline, the Block Island School finds it is appropriate to use video camera surveillance on school property and grounds. Therefore, as of school year 2016-2017, the Block Island School has a surveillance camera system installed and in use.

USE OF SURVEILLANCE

1. The system may be used for live, day-time viewing and/or night-time monitoring and surveillance of the building and grounds.
2. The use of video recordings from the surveillance equipment shall be subject to the other policies of the New Shoreham School Department, including policies concerning the confidentiality of student records. Video recordings considered for retention, as part of the student's behavioral record will be maintained in accordance with established student record procedures governing their access, review, and release.
3. Video surveillance may be used to promote the order, safety, and security of students and property and to assist Block Island School administrators in deciding appropriate disciplinary action.
4. Digital recording may become evidence in any kind of disciplinary proceeding or litigation, or if a recording otherwise requires a longer retention period the digital recording tape must be retained for the amount of time specified by the school's record retention schedule, or until all actions have been resolved, whichever time period is greater.

NOTICE

1. The Block Island School shall notify its students and their parents/guardians that video surveillance may occur on school property and signs will be posted as to the use of video cameras.
2. Appropriate signage will be posted at each entrance to the Block Island School and on the school bus that notifies students, staff, and the general public of the use of security cameras. Students and staff will receive additional notification regarding the use of security cameras in the school, on the school bus, and on school grounds. Such notification will include, but not be limited to, employee and student handbooks.
3. Signs will be posted in public entryways to the building and other conspicuous locations informing persons that the building and grounds may be under video surveillance. The posted signs will read: "Surveillance Cameras in Use for Security Purposes". School buses will have a posting of "Video Surveillance on this Bus" in plain sight for all riders to see.

ACCESS TO SURVEILLANCE

1. The New Shoreham School Committee shall designate the person or persons with access to the videotapes as needed. Requests for access to any videotape shall be directed to the Superintendent and/or his/her designee, who shall adhere to all school policies.
2. The use of video surveillance equipment on school grounds shall be supervised and controlled by the Superintendent or his/her designee.
3. The Superintendent or his/her expressly authorized designee shall oversee video surveillance.
4. For security reasons and the safety of all students of the Block Island School, access to the security equipment and camera system must be limited.

DATA STORAGE

1. All video recordings are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for no less than 30 days and then appropriately destroyed/deleted.
2. Information obtained through video surveillance may only be used for disciplinary investigations, security, or law enforcement purposes. No sound is to be monitored or recorded in connection with the video surveillance system.
3. Any video recordings used for security purposes on the school bus, in the school building or on the grounds are the sole property of the New Shoreham School Department. Release of such recordings will be made only as permissible pursuant to applicable law and with the express written permission of the Superintendent or his/her designee.
4. Video recordings will be stored for up to 30 days after initial recording, whereupon such recordings will be released for erasure.

CAMERA EQUIPMENT

1. The security camera system is installed in public areas only. These areas include exterior entrances or exits to the school building, the school bus, the lobby, cafeteria, library, corridors, career and tech room, gymnasium, athletic field, and large gathering spaces.
2. Restrooms, classrooms, changing rooms, private offices, health office, and locker rooms are excluded from security camera use.
3. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.
4. Interference by any person or persons with the use or placement of the cameras shall be referred to the New Shoreham Police Department for the appropriate investigation.

Legal references:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.

RIGL §16-2-17, Right to Safe School

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, US Department of Education (October 2007).

Policy Adopted: November 14, 2016

New Shoreham School District, Block Island School