

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: OPERATIONS
Title: USE OF VIDEO SURVEILLANCE CAMERAS
Date Adopted: 18 May 2015
Date Last Revised:

816. USE OF VIDEO SURVEILLANCE CAMERAS

.1 Purpose

The Board of School Directors and school officials recognize the need to provide a safe learning environment for students and staff and to protect district property and equipment. Therefore, video surveillance cameras will be used as a security measure. Video surveillance cameras will not record audio.

The Board also believes that the privacy of individuals should be protected and therefore the use of video surveillance must be strictly monitored and controlled to ensure the protection of individual rights and compliance with federal and state laws addressing issues as wiretapping/electronic surveillance, and the privacy and disclosure of student records.

Individuals including students who are on school property do not have a reasonable expectation of privacy. Such video recording may be conducted without prior notice and without student or parent consent.

2. Definition

For purpose of this policy, the term **video monitoring system** shall mean the use of fixed or portable cameras that record video images but do not record audio.

.3 Authority

The building principal is responsible for the implementation of safety and security measures at each building and the proper use of video surveillance monitoring systems. The building principal shall coordinate the placement and use of video surveillance systems with the Superintendent and the Supervisor of Buildings and Grounds.

.4 Guidelines

Public Awareness of Cameras

1. Signs will be posted at the main entrance of each school district building where video surveillance is in effect to inform students, staff, and the public that video surveillance cameras are in use.
2. Security recording notices will be placed in student handbooks and on the district web site.

Camera Location, Operation, and Control

1. Cameras shall only be installed in identified public areas, except as otherwise provided in this policy. Areas chosen for surveillance shall be where surveillance is a necessary and viable deterrent. Only authorized personnel shall have access to the surveillance equipment. Unauthorized tampering with or disabling of video cameras or other related equipment would subject an individual to disciplinary action. Video monitors will be positioned in such a way as to avoid public viewing.
2. Cameras shall not be positioned in areas where individuals have a legitimate right to expect privacy, i.e., washrooms, change rooms, and staff rooms.
3. Any activities detected through the use of video surveillance cameras that present a breach of security or possible criminal activity will be reported immediately to the building principal.
4. The principal will report such activity to the Superintendent and shall promptly begin an investigation.
5. If it is determined through the investigation that a student or employee has committed an unlawful or unsafe act in violation of school rules, appropriate disciplinary consequences will be administered.
6. Any type of activity detected through the use of video surveillance cameras that might constitute a violation of the law will be reported immediately to the appropriate law enforcement agency.

Use of Information Collected

1. Use of video surveillance in the district shall at all times comply with federal and state laws covering matters such as wiretapping/electronic surveillance and the privacy and disclosure of student records. Video surveillance may be used in proceedings related to law enforcement; for purposes authorized by the School Code and related laws; and for research, i.e., the nature of area usage, traffic patterns, or particular camera systems.
2. Students or staff observed in acts which break school district policy, procedures, or disciplinary guidelines will be subject to the

consequences or sanctions imposed for violating those policies, procedures, or disciplinary guidelines.

3. Video surveillance shall not be used for other purposes unless expressly authorized by federal and state law.
4. The District retains the right to use video recordings in student disciplinary hearings and staff personnel hearings. Subject to Family Educational Rights & Privacy Act (FERPA) and federal and state law, the resulting videos may be turned over to the proper legal authorities for criminal prosecution, where criminal conduct is involved.

Protection of Information and Disclosure

Security and retention of digital images will be the responsibility of a designated administrator/management employee such as a school principal. Disclosure of information shall be consistent with federal and state laws as the Family Educational Rights and Privacy Act (FERPA).

Access to Personal Information

1. Parents/guardians and eligible students may request access to video-recorded information. Neither the parent nor the guardian of the student that has been video recorded, nor the student, will be allowed to view the video recording, in accordance with federal and state laws, unless the student is the only subject on the video recording or written permission has been obtained from the parents/guardians of all the other students on the video recording for them to be viewed. Upon written request, the district will provide a written summary of the video-recorded incident(s) to a student pictured on video recording or the student's parents/guardians.
2. Actual viewing will be permitted only at school-related sites such as school buildings or central administrative offices. Only the portion of the tape concerning the requesting individual will be made available for viewing. Video recordings will remain the property of the district and may be reproduced only in accordance with the law including applicable Board policies or other directives.
3. All recorded footage is the property of the Bloomsburg Area School District.
4. Video recordings will not be archived unless specifically saved for legal proceedings.

The use of video surveillance cameras and equipment by the district shall in no way place any duty on the district to regularly monitor live images and/or videotapes.

References: State Board of Education Regulations – 22 PA Code Sec. 15.1 et seq.; Family Education and Privacy, Title 34, Code of Federal Regulations – 34 CFR part 99;

Federal Wiretapping and Electronic Surveillance Act – 18 U.S.C. Sec. 2510, et. Seq.;
Pennsylvania Wiretapping and Electronic Surveillance Act – 18 Pa. C.S.A. Sec. 5703;
Board Policies 216, 218, 233, 237, 317, 417, 517