

## SECURITY CAMERA SYSTEM

## ECAB

### I. PURPOSE

The Crook County School District #1 (CCSD#1) School Board supports the use of video cameras throughout the school district for the purpose of enhancing school safety and security. Its goal is to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only.

### II. GENERAL STATEMENT OF POLICY

#### A. **Signage and Notification:**

1. Appropriate signage will be posted at major entrances to school buildings and on school buses that notify students, staff and the general public of the District's use of security cameras. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools, on school buses and on school grounds. Such notification will include, but not be limited to, employee handbooks and student handbooks. Signs will be posted in public entryways to the buildings and other conspicuous locations informing persons that the buildings 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.

#### B. **Camera Placement:**

1. The security camera system is installed in public areas only. These areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby and main entries.
2. Restrooms, changing rooms, private offices, nurse's offices 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.

#### C. **Use of Video Recordings**

1. The Superintendent or his/her expressly authorized designee shall oversee video surveillance.
2. The CCSD#1 Security Camera System will be in operation

and may be monitored by school personnel throughout the year.

3. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials, and/or law enforcement personnel.

**D. 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 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 school buses, in school buildings or grounds are the sole property of the CCSD #1. Release of such videos will be made only as permissible pursuant to applicable law and with the permission of the Superintendent or his/her designee.

Legal References: US Department of Justice, Office of Justice Programs  
Published Research Report  
Family Educational Rights and Privacy Act (FERPA)

Adopted: September 19, 2013