

<b>Policy Title:</b>	<b>VIDEO SURVEILLANCE</b>	<b>Policy ID:</b>	
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## **I. Purpose of Policy**

To improve the safety and security of the Hartford School District through the use of Video Surveillance to monitor and record activity in certain areas, buildings, or assets.

## **II. Policy Scope**

This policy applies to all use of Video Surveillance to monitor and record the activities of staff, faculty, students, vendors, contractors, visitors while on or in the property or assets of the Hartford School District.

## **III. Definitions**

Video Surveillance is the use of video cameras for the purpose of observing an area.

Video Surveillance Systems use cameras in combination with recording equipment to monitor and record activity in areas under surveillance. These video images may be viewed live or recorded for later review and analysis. Analysis of recorded video images may be done by automated software that organizes digital video footage into a searchable database, and by video analysis software that is capable of recognizing individual faces.

## **IV. Policy Statement**

- Video Surveillance Systems 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.
- The Superintendent, or designee(s), shall establish procedures and regulations regarding the use of Video Surveillance Systems.
- The Superintendent, or designee(s), shall supervise and control the use of Video Surveillance Systems on school grounds or on other District property.
- The District shall annually notify its students, staff and parents/guardians that Video Surveillance Systems may be in use on any District property.
- The District shall post signs in all areas subject to Video Surveillance, notifying people that Video Surveillance Systems may be in use.
- Video Surveillance Systems shall not make audio recordings without specific prior approval for each instance of audio recording by the Superintendent.
- Video Surveillance Systems may be used for live monitoring of any areas subject to surveillance, by District staff, as and when authorized by the Superintendent, subject to the provisions of this Policy.
- Video Surveillance will be conducted in a manner consistent with this policy and all existing Hartford School District policies, including the Non-Discrimination Policy, the

Harassment, Hazing and Bullying Policy and other relevant policies as well as Labor Master agreements and any applicable Federal, State or Local laws. Violations of this policy may result in disciplinary action.

- This policy specifically prohibits Video Surveillance which is based on criteria that are legally protected (e.i., the race, gender, sexual orientation, national origin, disability, etc. of the individuals being monitored).
- The use of video recordings from Video Surveillance Systems shall be subject to all other relevant policies or procedures of the District, including policies and procedures concerning the confidentiality of student records.
- 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 shall be retained until the matter has been resolved.
- The District shall keep a log of any persons accessing video images captured by Video Surveillance Systems.

*Date Warned: Date Adopted:*

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

*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), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.*

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