

ECA
12/22/15

Protocol for Security Camera Visually Recorded Data
Approved by School Committee 12/22/15

Security camera visually recorded data will be accessible in each building by authorized designees only.

Camera Placement:

Camera installations will only be located in public areas, such as hallways, athletic areas, large public gathering spaces, parking lots and public walkways. The purpose of these installations is to monitor public areas to provide a safe and secure environment for all students, staff and visitors. The cameras shall not be placed in areas where there may be a reasonable expectation of privacy (e.g. rest rooms, locker rooms, private offices, department offices, conference rooms, staff lounges).

Signage and Notification:

Signs will be posted in public entryways to the buildings and at other conspicuous locations informing persons that the building and grounds may be under video surveillance. The posted signs will read: *Surveillance Cameras in Use*.

The District shall notify students, staff and the general public that video surveillance will occur on school property through use of the signage and other appropriate notifications including a notice in the student handbook.

Limited Access to Recordings:

- The Superintendent or his/her authorized designee shall oversee video surveillance.
- Only individuals authorized by the Superintendent or his/her designee may view the surveillance recordings.
- Police access will be determined in accordance with the Memorandum of Understanding with the Newton Police Department.

Viewing:

- Reviewing the recordings will occur only when a suspected crime or NPS Rights & Responsibilities Handbook violation is committed inside or outside the building (e.g. vandalism, graffiti, etc.).
- A log book shall include the following details; the persons viewing the data, what event triggered the viewing, the date/time viewed, what was found on the recording, whether the data was copied or forwarded, and what consequences were imposed as a result of the recorded information.
- 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.
- Surveillance system misuse shall be addressed on a case-by-case basis by the District.

Short Term Data Storage:

- Security camera visually recorded data (with the exception of those segments that evidence a crime being committed or an NPS Rights & Responsibilities Handbook violation) will be maintained for a maximum of *sixty (60) school* days and then deleted. All such recordings shall be treated as confidential and shall not be released to individuals or agencies outside of the District except through subpoena or other court order requiring such release.
- Any law enforcement agency may be provided with a duplicate of the recorded materials in conjunction with an immediate threat investigation by that agency. Notification to the Superintendent's office shall take place for each duplication of data.