

File: ECA – SECTION I: BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are one of the greatest investments of the town. It is deemed in the best interest of the school department and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved.

File: ECA – SECTION II: SCHOOL CAMERA POLICY

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials and local law enforcement agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The school district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Security cameras will be used as documentation in an ongoing investigation, but will not be used for the purpose of initiating investigations. Students or staff identified on security cameras in violation of district policies will be subject to disciplinary action.

The School Committee will be notified by the Superintendent prior to the installation of additional security cameras in school buildings and on its property. The Superintendent shall ensure that proper procedures are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. Access to video recordings from security camera shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement officials shall be granted access to video recordings after giving prior notice to the School Superintendent/designee. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations.

The Superintendent may, from time to time, issue further guidance that is consistent with current law and this policy.