

# SCHOOL SECURITY CAMERA PROTOCOL

## I. PURPOSE

The Walpole School Committee authorized the use of video cameras throughout the Walpole Public School District for the purpose of enhancing school safety and security (see policy ECA). Our goals are 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 to diminish the potential for personal and district loss or destruction of property.

## II. GENERAL PROTOCOLS

### **Signage and Notification:**

Signage will be posted at school buildings that notify students, parents, staff and the general public of the District's use of security cameras. Students, parents and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools and on school grounds. Such notification will include, but not be limited to, staff handbooks and student handbooks.

### **Camera Placement:**

The security camera system is installed in public areas only. These areas include, but are not limited to, grounds, exterior entrances or exits to school buildings and large gathering spaces such as corridors, cafeteria, lobby and main entries.

Security cameras will not be used where there is a reasonable expectation of privacy, including but not limited to restrooms, changing rooms, private offices, nurse's offices, or locker rooms.

### **Viewing:**

There will be no monitoring of live recordings, except in the case of a suspected emergency or safety concern. Reviewing the recordings will occur only when a suspected incident is committed inside or outside the building (e.g. vandalism, graffiti, etc.).

Viewing the data is to be performed by authorized personnel that have been expressly designated by the principal or Superintendent of Schools.

A log book shall include the following details: the persons viewing the data, what event triggered the viewing, and the date/time viewed and be maintained by the building principal and made available to the Superintendent of Schools.

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 Superintendent of Schools.

### **Limited Access to Recordings:**

Any video recordings used for security purposes in school buildings or grounds are the sole property of the District. Release of such videos will be made only as permissible pursuant to applicable laws and with the permission of the Superintendent or his/her designee.

Access to video recordings from security camera shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement officials (Chief of Police/designee) shall be granted access to video recordings after giving prior notice to the School Superintendent/designee.

### **Data Storage:**

All video recordings and logs are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations.

Recordings will be saved for thirty (30) days and automatically deleted, unless being used in an ongoing investigation.