

SECTION: PROPERTY

TITLE: ELECTRONIC SURVEILLANCE

ADOPTED: March 11, 2013

REVISED:

# SOUTHERN LEHIGH SCHOOL DISTRICT

	<p style="text-align: center;">709. ELECTRONIC SURVEILLANCE</p> <p>1. Purpose The Board acknowledges the need to respect the rights of students to be free from unreasonable surveillance while fulfilling the district’s interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.</p> <p>2. Definition <b>Electronic surveillance</b> refers to video/ digital components of multimedia closed-circuit TV surveillance system.  <b>Security Cameras</b> are to assist in protecting the safety and property of the Southern Lehigh School District community. The primary uses of security cameras will be to record images for future identifications of individual or groups of individuals, or of property in the event of legal or policy violations.</p> <p>3. Delegation of Responsibility The Superintendent or his/her designee shall be responsible to manage and review the use and security of monitoring cameras, monitors, recordings, computers used to store images, and all other video records. Only individuals authorized by the Superintendent or his/her designee shall be permitted to operate the controls.</p> <p>4. Guidelines <u>Video Monitoring On School Property</u>  School buildings and grounds may be equipped with video monitoring devices. Cameras placed outside shall be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises.  Surveillance cameras located internally shall not be directed to look through windows to areas outside the building unless necessary to protect external assets or to ensure personal safety of patrons or employees.  Cameras shall not be used to monitor inside change rooms, washrooms, classrooms and in areas dictated by law.  Video surveillance may be placed in areas where surveillance may be necessary as a result of threats, prior property damages or security incidents.</p>
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Signs will be posted in various locations to inform students, staff and the public that video security cameras are in use.

All staff shall be made aware of the electronic surveillance guidelines and practices. The school principal or his/her designee shall inform students, staff, and parents/guardians at the beginning of each school year that electronic surveillance is occurring at monitoring points throughout the school year and explain the purpose for such monitoring practice.

The Board or its administrators may, with reasonable suspicion that there has been a violation of the school rules, Board policy or violation of the law, use video surveillance in and/or about district property and may use the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and disciplinary actions.

Any activities detected through the use of video security cameras that present a breach of security or possible criminal activity will be reported immediately to the building principal, or to the School Resource Officer.

The principal will report such activity to the Superintendent and an investigation shall promptly begin. If it is determined through the investigation that a student or staff member has committed an unlawful or unsafe act in violation of school rules, appropriate disciplinary consequences shall be administered.

Any type of activity detected through the use of video security cameras that might constitute a violation of the law will be reported immediately to appropriate the law enforcement agency.

Recordings shall not be disclosed except in accordance with this policy and are not for public viewing. Disclosure of video records shall be for the safety and security of all, the protection of district property, to detect or deter criminal offenses, for disciplinary reasons and the enforcement of school rules. Video will be viewed only under the direct supervision of the building administration or the Superintendent. A digital record may be made of any recording deemed to be important to an investigation. Such recording will be maintained until the investigation has been completed and the recording is no longer necessary.

In the event that it is necessary to access a recording, a log will be maintained for a period of one year for use of data stored on the video recordings for investigative purposes.

Security camera data is not considered to be Directory Information and may be subject to confidentiality restrictions, including but not limited to, FERPA requirement.

<p>18 Pa. C.S.A. Sec. 5703 et seq</p>	<p>All audio taping shall be consistent with state and federal laws.</p> <p><u>Video Monitoring On School Buses</u></p> <p>The district may approve the equipping of school buses with video monitoring devices for monitoring student behavior.</p> <p>Video monitoring equipment shall be in operation as determined necessary by the district to monitor student behavior or the action of bus drivers.</p> <p>The district shall be responsible to audit the use and security of surveillance cameras, including monitors and recordings.</p> <p>Students shall be informed by the building principal at the beginning of each school year that the Board may be recording student behavior on school buses and the purposes of such practices.</p>
<p>18 Pa. C.S.A. Sec. 5703 et seq</p>	<p>All audio taping shall be consistent with state and federal laws.</p> <p>References:</p> <p>Wiretapping And Electronic Surveillance Control Act – 18 Pa. C.S.A. Sec. 5703 et seq.</p>