

Non-Instructional/Business
Operations**SUBJECT: USE OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT**

The Port Jervis Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, and the health, welfare and safety of staff and students, as well as that of the general public who has occasion to use Port Jervis School facilities, the Board supports the use of surveillance cameras when necessary in its schools, on its buses, and/or on school property. For the purpose of this policy, school property shall be defined as any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of the District's elementary or secondary schools. District surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy." The latter is further defined as "a place where a reasonable person would believe that he or she could disrobe in privacy."

Since all video surveillance equipment may or may not be monitored at any particular time, students, staff, and visitors are cautioned not to assume a false sense of security. In case of an emergency situation, there are no assurances that any particular area is being viewed by someone and help will soon be on its way. The content of audio/video recordings may be introduced during any disciplinary and/or criminal proceedings.

Any audio/video recording used for surveillance purposes in school buildings, school buses and/or on school property shall be the sole property of the District and the Superintendent or his/her designee will be the custodian of such recordings. All security products will be stored in their original digital form and secured to avoid tampering and ensure confidentiality, in accordance with applicable laws and regulations. Please note that video surveillance recordings in the buildings and from the exterior are only available up to thirty days before being erased from the hard drive, as they are overwritten in sequential order.

Cameras on School Buses:

Unless there is a formal complaint or disciplinary proceeding being investigated, security products on school buses are overwritten every forty hours of video footage. When tapes rewrite, they rewrite first in, first overwritten, so there is always forty hours of footage on each hard drive. When a recording is used as evidence in a formal complaint or disciplinary proceeding, it shall be retained in a secured location by the district in its original format for six months or until the conclusion of any disciplinary or legal proceeding, whichever is longer. In the event a recording may be used as evidence in pending or anticipated litigation, the recording shall be retained until such time as District Counsel indicates it is no longer necessary to retain the tape.

(Continued)

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Requests to View Tapes:

Port Jervis School District video surveillance is the property of the Port Jervis School District and is not open to public viewing. In the case of a complaint by a parent or student and/or disciplinary proceedings, tapes may be viewed by the appropriate School District Administrators, S.R.O., and police personnel. Administration will then be responsible for articulating what was observed on the video surveillance to the parents of the parties involved, cognizant of the need for anonymity of other parties involved or those present during a specific incident. There will be a log kept of any tapes viewed, by anyone, for any reason. Under no circumstances will the District's audio/video recording be duplicated and/or removed from District premises unless in accordance with a court order and/or subpoena.

Appropriate signage will be posted at entrances to the school campus and/or major entrances into school buildings and in buses notifying students, staff, and the general public of the District's use of surveillance cameras. Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school buses and/or school property. Such notification may include, but it not limited to, publication in the District calendar, employee handbook and/or student handbook.

Administrative Regulations shall be developed.

Education Law Section 3602 (6-c)