

Naval Academy Primary School Video Surveillance Policy—November 2016

Naval Academy Primary School will employ video surveillance in order to monitor activity on school property and to further protect the health, welfare, and safety of students, staff, and visitors. Video surveillance deters inappropriate behavior and is a significant factor in protecting school assets. This system will not replace the need for ongoing vigilance by staff members. School administrators will ensure that all staff members exercise due diligence in order to maintain general campus security.

A. Camera Location, Operation, and Control

1. Placement of cameras is restricted to public areas.
2. Areas chosen for surveillance must be places where surveillance is a necessary and viable deterrent.
3. Cameras will not monitor areas where there is a reasonable expectation of privacy (e.g. change rooms and restrooms).
4. NAPS will use surveillance cameras to deter incidents of theft, violence, vandalism, and other security breaches.
5. Only authorized personnel may access the video monitor or system controls.
6. The video camera surveillance system will be in operation 365 days per year and 24 hours per day. Video camera surveillance may be suspended without notice at the school's discretion.

B. Protection of Information and Disclosure

Security and Retention of Recordings

1. Only those authorized by the Director, Assistant Director, and IT Manager may have access to the recordings.
2. Recorded video shall be retained for thirty (30) calendar days for security purposes.
3. Copies of recorded video preserved as evidence for student hearings or court cases will be made part of the student's educational record.
4. Copies of recorded video of incidents subject to investigations, court cases, or due process hearings must be retained until such incidents are resolved.

Video Monitors

1. The video monitors will be in a controlled access area, or a privacy screen will block public view of the video monitor.
2. Only administrators, authorized staff members, or police officers may access the video monitors while they are in operation.

C. Use of Information Collected

1. In case of a warrant, video may be released to law enforcement without the consent of subjects—or their parents/guardians—shown in the footage.
2. Video surveillance may be used for inquiries and proceedings related to law enforcement, student hearings, and employee hearings. Video used as evidence for law enforcement purposes may not be altered.
3. Video may be shared with unauthorized individuals only with the consent of the parents/guardians of students visible in the footage.
4. A copy of a video recording may be released to appropriate authorities. Prior to the release of a recording, a Video Surveillance Release Form must be completed in order to document who requested the recording, the time/date of the release, and a timeline for the return or destruction of the recording, if applicable.
5. Video of public athletic events, concerts, and other performances does not entail the same level of confidentiality as delineated above and is not covered by this policy.