

Chebeague Island School

SECURITY CAMERA SYSTEM

The School Committee authorizes the use of security cameras for the purpose of enhancing school safety and security. The School Committee's goals are to promote and foster a safe, secure teaching and learning environment for students and employees; to promote public safety for community members who visit or use school facilities and grounds; and to safeguard facilities and property.

Security cameras may be placed in school buses or school transportation vehicles. Security cameras may be used for the following purposes:

1. To investigate suspected violations of Board policies, school rules, or other inappropriate conduct.
2. To monitor activities on school property to protect safety and to enforce laws, Board policies and school rules.
3. By law enforcement to address school safety issues or to investigate possible criminal behavior.

Notices will be posted in the vehicle.

The Superintendent may develop and implement any necessary administrative procedures regarding the use of security cameras.

Cross Reference: EBCA – Comprehensive Emergency Management Plan
 JRA – Student Records and Information

1st reading - May 4, 2021

SECURITY CAMERA SYSTEM ADMINISTRATIVE PROCEDURE

A. Security Camera Placement

1. Security cameras may be placed in/on authorized school transportation vehicles for the purpose of passive monitoring.

2. Security cameras shall not be placed in bathrooms, locker rooms, private offices or other locations where the Superintendent determines that users have a reasonable expectation of privacy, except as otherwise permitted by law.

B. Viewing Security Camera Recordings

1. The Superintendent, and others designated by the Superintendent may review security camera recordings for school-related purposes. Other school employees may be authorized by the Superintendent to view recordings if there is a legitimate educational or operational reason to do so.
2. Any security camera recording used for student disciplinary purposes will only be disclosed as authorized by the Family Educational Rights and Privacy Act (FERPA) and Board policies.
3. The parents/guardians of a student or an eligible student under FERPA may request to view portions of a security camera recording used as a basis for disciplinary action against that student. Viewing of the security camera recording shall be conducted in the presence of the Superintendent and in a manner that does not violate the confidentiality rights of other students.
4. Law enforcement personnel may review security camera recordings, when available, to investigate possible criminal conduct.
5. The security cameras are implemented as a passive system, in that no individual or group is designated to view live events on a minute by minute basis. In no instance will surveillance cameras be used to observe and/or evaluate the performance of our staff and drivers.
6. The School Committee and/or Chair will be notified if the Superintendent needs to view the tape.

D. Storage and Security of Security Camera Recordings

1. All security camera recordings will be stored in a secure location to ensure confidentiality.
2. Surveillance equipment storage devices (hard drives...etc) maybe stored overnight on the bus if they are secured by locking mechanism. Video recordable hard drive will be secured in the bus at all times. The hard drives will only be removed from the school bus when it is in for maintenance or for viewing by appropriate authorities.
3. Security camera recordings will be retained for no more than 30 calendar days, except in cases where there is a request for recordings from law enforcement or a court, or when recordings are needed for an investigation or disciplinary matter. In such circumstances, the recording will be maintained until no longer required to resolve the matter.

First Reading - May 4, 2021