

# Addison Northwest School Board Policy

---

**SECTION: STUDENTS**

**CODE: F43**

**TITLE: Video Security Cameras**

To enhance the safety of our school community, the Board commits to the use of security cameras according to this policy. Security cameras may be used in any school facilities and school owned buses.

The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal or undesirable activities which may occur, although any information obtained may be used as evidence in such cases. The use of security cameras shall be conducted in a professional, ethical and legal manner, and recorded data shall be handled in compliance with state and federal law, including the Family Educational Rights and Privacy Act (FERPA) where it applies, and according to the following criteria:

1. Location of cameras.  
Cameras may be installed in both interior and exterior areas where there is a legitimate need for video surveillance. Cameras shall not be installed in classrooms, restrooms, athletic locker facilities, and staff room. Cameras shall record images only. Audio shall not be part of the video recordings made, reviewed or stored by the school.
2. Communication/Notice.  
Written notification of the use of the security camera system will be provided to all students, staff and parents on an annual basis. There shall be an emphasis on the fact that the camera system is for review of past activities and that it may not be monitored on a continuous basis except for the front door cameras. In addition, clear and prominently displayed signage as to the presence of the cameras and the lack of continuous monitoring shall be posted at each of the District schools' main entrances.
3. Confidentiality.  
All recorded "footage" is to be considered confidential and is to be viewed only on an "as needed" basis by those individuals authorized herein, and in compliance with state and federal law, including FERPA.
4. Custody.  
Recordings shall be stored in a secure location as designated in writing by the Superintendent. This custody shall not be delegated.
5. Authorization of the Review of Recordings.  
Recordings can only be reviewed by the direct authorization of the Superintendent or designee and in the presence of an ANWSD principal and/or the Superintendent. With the exception of front door cameras which will be monitored in the front office at each school, images shall not be viewed in "real time" (i.e., as captured by the cameras) unless an imminent health or safety threat is present, as determined by an administrator. Any review of recordings shall be reported to the ANWSD Board by the next regular Board meeting with an explanation as to the reason for review and who reviewed the recordings.
6. Retention.
  - a. The cameras utilize digital media for recording. Recordings shall be retained for 30 days from the date of recording. After the 30-day holding period, and if no request has been made to view a recording (as provided below), the recording shall be deleted, destroyed, or the media reused. Exception: Recordings made between the last day of school and the first day of school may be retained until September 15.

## Addison Northwest School Board Policy

---

- b. If a notable incident is identified by any administrators, the Superintendent shall be notified and the recording shall be kept until the final resolution, including appeals. Recordings that become documentation in a case with findings shall be kept indefinitely.
7. Viewing
- a. Front door cameras will be monitored and viewed in real time by authorized staff members in front offices.
  - b. Requests to view recordings must be made by an ANWSD principal to the Superintendent.
  - c. Recordings shall be viewed only by those expressly authorized in writing by the Superintendent or his/her designee, and in the presence of the Superintendent or an ANWSD principal.
8. Hours of operation.  
Cameras shall record continuously, 24/7.

*Date Warned:* 12/5/2017

*Date Adopted:*

*Legal Reference:*

*Cross Reference:*