

**Addison Northeast Supervisory Union and Member School Districts
(Bristol, Lincoln, Monkton, Mt. Abraham Union High, New Haven, Starksboro)
Boards of Directors' Policy**

Policy Area: Business & Non-Instructional Operations: E10

Policy Subject: USE OF VIDEO CAMERAS

Policy:

It is the policy of the Mt. Abraham Union Middle/High School to use security cameras to protect school district property and assets from theft and vandalism, through deterrence and video documentation. 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 public areas where there is a legitimate need for video surveillance. Cameras shall not be installed in classrooms, restrooms, athletic locker facilities, individual offices 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 is not monitored on a continuous basis except for the front door camera. In addition, clear and prominently displayed signage as to the presence of the cameras and the lack of continuous monitoring shall be posted at the main building entrances.

3. Authorized Security Camera System Users:

The use of the security camera system shall be the direct responsibility of the building principal, or his/her designee, with oversight by the District Superintendent.

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 his/her designee and in the presence of the Mt. Abraham Union Middle/High School principal and/or the Superintendent. With the exception of the front door camera which will be monitored in the front office, 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 Addison Northeast Supervisory Union School Board 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 14 days from the date of recording. After the 14-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.
- 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. The front door camera will be monitored and viewed in real time by an authorized staff member in the front office.
- b. 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 a Mt. Abraham Union Middle/High School principal.

8. Hours of operation:

Cameras shall record continuously.

9. Maintenance of Equipment: Cameras and monitors will be maintained following the same procedures as other technology equipment.

10. Security Camera System Modifications and Expansion:

All proposed new installations or modifications of the security camera locations, operations and systems shall require prior school board approval.

	ANESU	Beeman	Bristol	Lincoln	Monkton	Mt. Abraham	Robinson
Date Warned	N/A	NA	N/A	NA	NA	9/30/15	NA
Date Adopted	N/A	N/A	N/A	N/A	N/A	11/03/15	N/A