

Policy Information

Series 4000 - Non-Instructional/Business Operation

Use of Surveillance Cameras incl REGS

Policy # 4555, 5.5.2

POLICY

2006

4555

Non-Instructional/Business
Operations

SUBJECT: USE OF SURVEILLANCE CAMERAS

The 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 BOCES duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras when necessary in its schools, its buses and/or on school grounds. Surveillance cameras will only be utilized in public areas where there is no “reasonable expectation of privacy.” Audio recordings shall not be utilized by BOCES officials; such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

To further the Board’s objective, the Campus Safety Team shall meet as appropriate and/or deemed necessary to develop, implement and review BOCES and building level safety practices. The Team shall also make recommendations to the District Superintendent or designee regarding the implementation and use of surveillance cameras. The District Superintendent shall retain final decision- making authority regarding the recommendations of the Safety Team.

In determining the most appropriate use and implementation of surveillance cameras in the schools, school buses and/or on school grounds, the Campus Safety Team’s recommendation will be guided by, at a minimum, the following considerations:

- a. Demonstrated need for the device at designated locations;
- b. Appropriateness and effectiveness of proposed protocol;
- c. The use of additional, less intrusive, means to further address the issue of school safety (e.g., restricted access to buildings, use of pass cards or identification badges, increased lighting, alarms);
- d. Right to privacy and other legal considerations (which should be referred to the School Attorney for review and compliance with applicable laws and regulations); and
- e. Expense involved to install and maintain the use of surveillance cameras at designated locations, including school buses and/or on school grounds.

Any video recording used for surveillance purposes in school buildings, BOCES owned school buses and/or on school property, shall be the sole property of the BOCES; and the District Superintendent or his/her designee will be the custodian of such recordings. All BOCES owned video recordings will be stored in their original form and secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations.

Any video recordings used for surveillance purposes on BOCES component district leased buses, shall be the sole property of the Lessor; and the Superintendent of the component district will be the custodian of such recordings.

Requests for viewing a video recording must be made in writing to the District Superintendent or his/her designee and, if the request is granted, such viewing must occur in the presence of the BOCES designated custodian of the recording. Under no circumstances will the BOCES video recording be duplicated and/or removed from BOCES premises unless in accordance with a court order and/or subpoena.

Signage/Notification Regarding Use of Surveillance Cameras in School Buildings, School Buses and/or on School Grounds

Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the BOCES 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 on school grounds. Such notification may include, but is not limited to, publication in the BOCES calendar, employee handbook, and student handbook. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

Board Approved
2/15/06

2005 R - 4555
Administrative Regulations

Subject: Use of Surveillance Cameras

After having carefully considered and balanced the rights of privacy with the BOCES duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras when necessary in its schools, its buses and/or on school grounds.

Any video recording used for surveillance purposes in school buildings, school buses and/or on school property, shall be the sole property of the BOCES; and the District Superintendent or his/her designee will be the custodian of such recordings.

I. Designated Custodians of Surveillance Recordings

- A. Batavia Campus
 - Principal – Batavia Campus
 - School Resource Officer – Batavia Campus

- B. Mt. Morris Campus
 - Principal – May Center
 - School Resource Officer – May Center

Board Approved
2/15/06

Adoption Date: 2/15/2006
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