

Students

Conduct

Camera Surveillance

The Board of Education recognizes the district's responsibility to maintain order and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare and safety of its students, staff and visitors as well as to safeguard district facilities and equipment.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, finds that it is appropriate to provide for the use of camera surveillance in its transportation vehicles and on school grounds as follows:

1. The district shall notify its students and staff on an annual basis that camera surveillance may occur on or in any school property or building or on any transportation vehicle. The district shall incorporate said notice in the student handbook and written notification to staff;
2. The use of camera surveillance equipment on transportation vehicles shall be supervised by the district transportation supervisor. The use of camera surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or other responsible administrator;
3. The use of recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records;
4. Camera surveillance shall only be used to promote the health, welfare, safety and security of students, staff and property and safeguard district facilities and equipment. Evidence of student or staff misconduct may be used in disciplinary proceedings and, in appropriate cases, shared with law enforcement officials where there is evidence of criminal activity.
5. Cameras may be located on transportation vehicles or anywhere on school grounds provided that there will be no surveillance in areas where students and school personnel have a reasonable expectation of privacy, such as locker rooms and lavatories.
6. The retention of camera surveillance recordings shall be in accordance with the requirements of state and federal law as well as other district policies.

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Video recordings from which students may be identified shall be maintained as confidential educational records consistent with the requirements of the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act.

As a general rule, video surveillance recordings need not be maintained in excess of two weeks. However, subject to applicable law, video recordings will be preserved for longer periods of time if any of the following circumstances exist:

1. The recording becomes an education record;
2. The recording contains information that is relevant to pending litigation for which the school district has received notice;
3. The recording is a public record that is subject to longer retention schedules;
4. The administration has had cause to review the recording as part of an investigation of any alleged accident, misconduct or criminal activity; or
5. As directed by the Superintendent of Schools or designee.

Legal Reference:

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*

Family Educational Rights and Privacy Act, sec. 438, 20 U.S.C. sec. 1232g (1988).

Conn. Gen. Laws § 31-48d

Conn. Gen. Laws § 7-109, Records Retention Act
General Records Retention Schedule M01, “General Records Administration”

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NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut