



STUDENTS

5131.11

Surveillance Camera Policy

Having carefully weighed and balanced the rights of privacy of students against the district's duty to maintain order and discipline, the Board and school administration find that it is appropriate to provide for the use of video camera surveillance on school grounds. Therefore, as of school year 2009-2010, the Board has a new surveillance camera system installed and working.

The following rules shall apply to video surveillance:

1. The district shall annually notify its students and their parents/guardians that video surveillance may occur on any school property and the district shall post signs at each building with video cameras.
2. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or his/her designee.
3. The system can be used for live, day-time viewing, and/or night-time monitoring and surveillance of the grounds and buildings.
4. The use of video recordings from surveillance equipment shall be subject to the other policies of the district, including policies concerning the confidentiality of student records. Video recordings considered for retention, as a part of the student's behavioral record will be maintained in accordance with established student record procedures governing their access, review and release.
5. Video surveillance shall be used only to promote the order, safety and security of students and property and to assist school administrators in deciding upon appropriate disciplinary action.
6. Video recordings will be stored for up to 60 days after initial recording, whereupon such recordings will be released for erasure.
7. Surveillance videotapes shall be maintained by the district for at least two weeks, after which time the tapes may be recycled. If a tape becomes evidence in any kind of disciplinary proceeding or litigation, if notice of pending action has been filed with the

town clerk pursuant to Conn. Gen. Stat. § 7-101a (d); or if a tape otherwise takes on a status that would require a longer retention period according to the applicable retention schedule, the tape must be retained for the amount of time specified by the Board's records retention schedule, or until all actions have been resolved, whichever time period is greater.

8. Authorized officials of the Board may access the videotapes as needed to fulfill their professional responsibilities. These videotapes are not normally considered student records. Requests for access to any videotape shall be directed to the Building Principal(s) and/or his/her designee, as these administrators have been designated as responsible for school security issues.

For security reasons and the safety of all students of the Montville Public Schools, access to the security equipment and camera system needs to be limited.

The Principals of each school were issued Operations Manuals and received training on the operation of the system. These Operations Manuals need to be stored in a secure area and access limited to those authorized by this policy to access the system. School specific passwords were set up to access to the system. For security purposes these passwords are not to be shared.

The system comes with a "lock" security feature. When not actively viewing the system it should be kept in the "lock" mode to avoid tampering.

Legal Reference:

Office of the Public Records Administrator, Retention Schedule M1-General Administration Records, available at <http://www.cslib.org/retschedules.htm>

Office of the Public Records Administrator, Retention Schedule M8-Education Records, available at <http://cslib.org/retschedules.htm>

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, US Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

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