

VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

USE OF SURVEILLANCE CAMERAS ON SCHOOL DISTRICT PROPERTY

Policy 7500

The Board of Education recognizes its responsibility to promote, foster, and ensure the safety of its students, staff, visitors, facilities, and property and ensure a safe and effective learning environment. While the Board of Education recognizes the importance of privacy, after having carefully considered and balanced the rights of privacy with its duty to promote discipline, health, welfare, and safety of staff, students, and the general public, the Board of Education supports the use of surveillance cameras in or on School District property, including facilities, school buses, and/or School District grounds. These surveillance cameras will assist in maintaining the overall safety and welfare of School District students, staff, property, and visitors, as well as to deter theft, violence, and other criminal activities.

Surveillance cameras will only be placed in public or common areas, such as stairwells, hallways, cafeterias, parking lots, or playgrounds, and not in private areas such as locker rooms, bathrooms, or other areas in which individuals have a reasonable expectation of privacy. **Audio recordings shall not be utilized by School District officials**; however, this prohibition may not preclude the use of audio recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

Disciplinary Proceedings

Video recordings or footage from School District surveillance cameras may be used in student disciplinary proceedings.

Signage/Notification

The School District will place signage at entrances to its campuses or at major entrances into buildings notifying students, staff, and visitors of the use of surveillance cameras. Students and staff will also receive additional notification, as deemed appropriate by the Superintendent of Schools or his/her designee, regarding the use of its surveillance cameras through means such as publication in the School District's calendar, on the School District's website and in such other publications as determined by the Superintendent of Schools or his/her designee.

Maintenance of Video Recordings

Any video surveillance recording (tape, CD, or digital) in School District buildings, on school buses, or on School District property will be the sole property of the School District and stored in its original form and in a secure location to avoid tampering and also to maintain its confidentiality in accordance with relevant law and regulations. The Superintendent or his/her designee shall be the custodian of such recordings.

Requests to view a video recording must be made in writing to the Superintendent or his/her designee. If the request is granted, viewing shall occur in the presence of the School District's custodian of the recording. Under no circumstances will the video be duplicated and/or removed from School District premises, unless in accordance with a court order and/or subpoena or as otherwise required by law.

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In addition, to the extent that any video images create student or personnel records, the School District will comply with all applicable State and Federal laws related to record retention, record maintenance, and record disclosure, including the Family Educational Rights and Privacy Act (FERPA). The Superintendent is authorized to develop such regulations and procedures as may be necessary to implement this policy.

Ref: 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Arts & Cultural Affairs Law Art. 57-A
Public Officers Law § 87
8 NYCRR § 185.15 (Appendix L), Retention and Disposition Schedule LGS-1 for New York
Local Government Records

Adoption date: January 22, 2020

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