

**SECURITY CAMERA SYSTEM POLICY**  
(Facilities)

## **SECURITY CAMERA SYSTEM POLICY**

### **I. PURPOSE**

The Marlborough School Committee supports the use of video cameras throughout the Marlborough Public School District for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property and diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Signage and Notification:**

1. Appropriate signage will be posted at major entrances to school buildings and on school buses that notify students, staff and the general public of the District's use of security cameras. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools, on school buses and on school grounds. Such notification will include, but not be limited to, employee handbooks and student handbooks.

Signs will be posted in public entryways to the buildings and other conspicuous locations informing persons that the buildings and grounds may be under video surveillance. The posted signs will read: ***Surveillance Cameras in Use for Security Purposes***. School buses will have a posting of ***Video Surveillance on This Bus*** in plain sight for all riders to see.

#### **B. Camera Placement:**

1. The security camera system is installed in public areas only. These areas include school buses, grounds, athletic areas, gymnasiums, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby and main entries. The purpose of these installations is to monitor public areas where the potential for criminal activity is greatest (false fire alarm pulls, graffiti, vandalism, backpack and personal belonging theft, etc.).
2. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.
3. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

#### **C. Use of Video Recordings**

1. The Superintendent or his/her expressly authorized designee shall oversee video surveillance.
2. The Marlborough Public School Security Camera System will be in operation and may be monitored by school personnel throughout the year.
3. Viewing the data is to be performed by a minimum of two administrators that have been expressly authorized to do so by the principal.
4. A log book shall include the following details: the persons viewing the data, what event triggered the viewing, the date/time viewed, what was found on the recording, whether the data was copied or forwarded, and what consequences were imposed as a result of the recorded information.
5. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials, and/or law enforcement personnel.
6. Surveillance system misuse shall be addressed on a case-by-case basis by the District Administration and the Superintendent of Marlborough Public Schools, should any issues occur.



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**D. Data Storage:**

1. All video recordings are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for no less than 15 days and appropriately destroyed/deleted.
2. Information obtained through video surveillance may only be used for disciplinary investigations, security or law enforcement purposes. No sound is to be monitored or recorded in connection with the video surveillance system.
3. Any video recordings used for security purposes on school buses, in school buildings or grounds are the sole property of the Marlborough Public Schools. Release of such videos will be made only as permissible pursuant to applicable law and with the permission of the Superintendent or his/her designee.

**Legal References:**

- US Department of Justice, Office of Justice Programs Published Research Report
- Family Educational Rights and Privacy Act

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