

# UPPER BUCKS COUNTY AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: OPERATIONS

TITLE: VIDEO CAMERA  
SURVEILLANCE

ADOPTED: March 20, 2008

REVISED:

816. VIDEO CAMERA SURVEILLANCE	
1. Purpose	<p>The Upper Bucks County Area Vocational Technical School believes that classrooms and other work sites in the school should be safe and secure to protect individuals and their property from harm.</p>
2. Authority SC 510, 1850.1	<p>The Joint Operating Committee supports the controlled use of video surveillance systems within the campus. The Joint Operating Committee also believes that the privacy of individuals should be protected and, therefore, the use of video surveillance must be strictly controlled.</p> <p>The use of video surveillance must be strictly monitored and controlled to ensure the protection of individual rights and compliance with federal and state laws.</p> <p>This policy is approved in accordance with the authority of the Joint Operating Committee and designated school administrators and employees pursuant to law.</p>
3. Guidelines	<p>Each site using video surveillance shall utilize written procedures and instructions authorized by the Director and/or designee consistent with this Joint Operating Committee policy and federal and state laws.</p> <p>All staff shall receive copies of these procedures and instructions. Video surveillance guidelines shall be incorporated into staff training and orientation programs and manuals.</p> <p>The video surveillance procedures and instructions shall be made available to the public, upon request. All policies and instructions shall be subject to review on a regular basis.</p> <p>Cameras shall only be installed in identified public areas, except as otherwise provided in this policy. Areas chosen for surveillance shall be where surveillance is a necessary and viable deterrent.</p>

Only authorized personnel shall have access to the surveillance equipment. Unauthorized tampering with or disabling of video cameras or other related equipment shall subject an employee to immediate dismissal without progressive discipline. Video monitors will be positioned in such a way as to avoid public viewing.

The use of cameras on bus transportation to and/or from the Upper Bucks County Area Vocational Technical School will be in accordance with the respective home school policy regarding transportation of students.

Cameras shall not be positioned in areas where individuals have a legitimate right to expect privacy, i.e. washrooms, change rooms, and staff rooms. Additionally, outside cameras shall not be directed towards private, nonschool property. Cameras shall be operational only at those times when it serves a useful and intended purpose.

Security and retention of tapes or digital files shall be the responsibility of a designated administrator/management employee such as the Director/Assistant Director. Disclosure of information shall be consistent with federal and state laws.

All video recordings shall be numbered and dated and retained according to camera site. They shall be stored and secured to ensure confidentiality. A log will be kept to document any viewing of videotapes. The log shall indicate who viewed the tape and will state the reason for the request.

Video recordings will be stored for ten (10) days after initial recording, whereupon such recordings will be released for erasure. However, if there is a pending request to view a video recording, the video recording shall not be destroyed while the request is pending. All video sites shall retain tapes for one (1) year, or longer if needed, if personal information on the tapes has been used to make a decision that directly affects an individual.

Disposal and destruction of old tapes will not be in the form of breaking open the videotape cassette, but rather through shredding, burning or degaussing (magnetically erasing). If video recording is done by digital memory rather than magnetic tape, similar procedures shall be developed and implemented.

The public shall be made aware of the existence of the camera by signage at visible points including all building accesses and throughout hallways where the cameras are installed. The signage shall identify the contact person and an address where they can be reached for further information. Exceptions to this signage requirement may be made only by the Director and only for limited periods of time for a specific purpose consistent with federal and state law.

The Director and/or designee shall act as the Internal Review Officer for the use of surveillance cameras, including monitors and tapes. The Internal Review Officer shall periodically review policies and procedures regarding the use of surveillance cameras, including monitors and tapes for compliance with Joint Operating Committee policies and federal and state laws. The results of each review shall be documented.

Use of video surveillance within the career and technical school shall at all times comply with federal and state laws. Video surveillance may be used in accordance with federal and state law to detect or deter crime; for inquiries and proceedings related to law enforcement; for purposes authorized by the School Code and related laws; and for research, i.e., the nature of area usage, traffic patterns or particular camera systems. Video surveillance shall not be used for other purposes unless expressly authorized by federal and state law.

Parents/Guardians and eligible students may request access to video recorded information. Neither the parent/guardian of the student that has been video recorded nor the student shall be allowed to view the video recording, in accordance with federal and state laws, unless the student is the only subject on the video recording or written permission has been obtained from the parents/guardians of all the other students on the video recording for them to be viewed. Upon written request, the Upper Bucks County Area Vocational Technical School shall provide a written summary of the video recorded incident(s) to a student pictured on video recording or the student's parents/guardians.

Requests for viewing shall be made to the Director and/or other designated administrator/management employee within ten (10) days of the date of recording. Approval/Denial for viewing shall be made within five (5) days of receipt of the request and so communicated to the requesting individual. Video recordings shall be made available for viewing within three (3) school days of the request approval.

Actual viewing shall be permitted only at school-related sites such as school buildings or administrative offices. Only the portion of the tape concerning the requesting individual shall be made available for viewing. Video recordings will remain the property of the Upper Bucks County Area Vocational Technical School and may be reproduced only in accordance with the law including applicable Joint Operating Committee policies or other directives.