

CUMBERLAND PUBLIC SCHOOLS

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Purpose and Scope of Policy

To provide guidelines and establish procedures for camera surveillance system coverage, authorized users, monitoring, modifications and expansion, and maintenance and repairs.

Surveillance System Coverage Usage

Cameras shall only be placed in public areas such as hallways, classrooms, athletic areas parking lots and public walkways. The surveillance system cameras shall not be placed in areas where there may be a reasonable expectation of privacy by staff and students (e.g. rest rooms, locker rooms, private offices, conference rooms, staff lounges).

Signs will be posted in public entryways to the buildings and at other conspicuous locations informing persons that the buildings and grounds may be under video surveillance.

The posted signs will read: *Surveillance Cameras in Use.*

The District shall notify students, staff and the general public that video surveillance will occur on school property through use of the signage and other appropriate notifications including a notice in the student handbook.

The use of video surveillance equipment on school grounds shall be supervised by the Superintendent or Designee. Only individuals authorized by the Superintendent of Designee may view the surveillance recordings.

Information obtained through video surveillance may only be used for disciplinary investigations, security and law enforcement purposes. No sound is to be monitored or recorded in connection with the video surveillance system.

Surveillance system misuse shall be addressed on a case by case basis by the district administration.

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Recorded video images shall be maintained for a period of not less than thirty (30) school days or such other period of time as designated by the Superintendent. All such recordings shall be treated as confidential and shall not be released to individuals or agencies outside of the District except through subpoena or other court order requiring such release.

Any law enforcement agency may be provided with a duplicate of the recorded materials in conjunction with an ongoing investigation by that agency.

Any modifications, changes or expansion of the surveillance system shall be approved by the Superintendent prior to any such modifications changes or expansion taking place. The Superintendent will provide information on such modifications, changes or expansion of the surveillance system to the school committee. The Superintendent may provide notice to staff, students and the public of such changes at the discretion of the Superintendent.

First Reading: May 8, 2008

Second Reading: May 22, 2008

Approved Cumberland School Committee: May 22, 2008