

FRANKLIN ELEMENTARY SCHOOL

SECURITY CAMERA PROTOCOL

I. PURPOSE

The Franklin Elementary School Board of Trustees authorized the use of video cameras on campus 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 to diminish the potential for personal and district loss or destruction of property.

II. GENERAL PROTOCOLS

Signage and Notification:

Signs will be posted on school property that notify students, parents, staff and the general public of the District's use of security cameras. Students, parents and staff will receive additional notification at the beginning of the school year regarding the use of security cameras on school grounds. Such notification will include, but not limited to, staff and student handbooks.

Camera Placement:

The security camera system is installed in public areas only. These areas include, but are not limited to, grounds, exterior entrances or exits to school buildings and large gathering spaces such as corridors, cafeteria, lobby, and main entrances. Security cameras will not be used where there is a reasonable expectation of privacy, including, but not limited to restrooms, changing rooms, private offices, nurse's office, or locker rooms.

Viewing:

There will be no monitoring of live recordings, except in the case of a suspected emergency, safety concern, or deemed necessary by the Superintendent or his/her designees. Reviewing the recordings will occur only when a suspected incident is committed inside or outside the building (e.g. vandalism, graffiti, fighting, etc.).

Viewing the data is to be performed by authorized personnel that have been expressly designated by the Superintendent or his/her designees.

No sound is to be monitored or recorded in connection with the video surveillance system.

Limited Access to Recordings:

Any video recordings used for security purposes in school buildings or grounds are the sole property of the District. Release of such videos will be made only as permissible pursuant to applicable laws and with the permission the Superintendent or his/her designees.

Access to video recordings from security cameras shall be limited to school administrators (Superintendent or his/her designees). Law enforcement officials (Chief of Police/designees) shall be granted access to video recordings after giving prior notice to the Superintendent or his/her designees.

Data Storage:

All video recordings are stored in secure, password protected servers to avoid tampering and ensuring confidentiality in accordance with applicable laws and regulations.

Recordings will be saved for no less than ninety (90) days.