

SURVEILLANCE CAMERA POLICY

The Cambridge Public Schools seeks to promote and foster school safety and a safe and effective educational and work environment. After having carefully considered and balanced the individual's right to be free from invasion of privacy with the School District's interest and duty to promote the health, welfare and safety of students and staff as well as the health, safety and welfare of members of the general public who have occasion to use school facilities and enhance the protection of school property, the School District supports and reserves the right to place and use surveillance cameras, when necessary and appropriate, in its schools, school facilities, school buses and/or on its school grounds.

Purpose of Surveillance Cameras

The primary uses of surveillance cameras are as follows: (i) to promote a safe environment by deterring conduct that violates the law, School Committee policy and/or school based rules; and (ii) to record images for future identification of individuals in the event of violations of law, School Committee policy and/or school-based rules; (iii) to aid in search of lost or missing children, and (iv) to assist emergency services personnel. Surveillance camera use is limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure, reasonable expectation of privacy and other applicable laws prohibiting wiretapping and electronic surveillance of aural communications. Surveillance cameras will be utilized in public areas of schools, school facilities, school buses and school grounds and in areas of schools, school facilities, school buses and school grounds deemed to be at risk for either vandalism or student misconduct. Surveillance cameras will not be used in the private areas of restrooms, showers, locker rooms and dressing rooms and any other area in which there is a reasonable expectation of privacy. Surveillance cameras also will not be used in private offices and classrooms. Surveillance cameras will not monitor or record sound and will not make audio recordings unless by Court Order and in compliance with wiretap statutes. The use of surveillance cameras and the monitoring of any resultant recordings will be conducted in a professional, ethical and legal manner and in a manner consistent with all existing Cambridge School Committee policies and state and federal laws and will not be based on a subject's personal characteristics, including race, gender, ethnicity, sexual orientation, disability or other protected characteristics.

Surveillance cameras are not a guarantee of safety but are a tool that helps deter crime and assist in promoting the safety and security of individuals and property. Surveillance cameras are implemented as a passive system; no school staff will be designated to view live events in real time on a minute by minute basis. Additionally, surveillance cameras shall not utilize automatic identification, facial recognition, or automatic tracking technologies. Only authorized school personnel, as determined by the Superintendent of Schools or designee, shall be involved with and/or have access to surveillance cameras and any resultant recordings. Additionally, surveillance cameras will be installed and configured to prevent tampering with or unauthorized duplication of recorded information. Furthermore, no surveillance cameras will be installed unless said installation has been approved in advance by the Superintendent of Schools or

designee in accordance with the District-wide ART review process set forth below. Surveillance camera recordings are not considered Directory Information and may be subject to confidentiality restrictions, including but not limited to requirements under the Federal Family Educational Rights Privacy Act. In no instance will surveillance cameras be used to observe and/or evaluate the performance of school district staff or to monitor employees during non-working time. However, cameras may be used to monitor areas in which an employee works, even if there is only one employee in that area. Cameras installed or utilized for criminal investigations by law enforcement agencies are subject to appropriate state and federal laws and are excluded from the scope and application of this policy. This policy also does not apply to legitimate academic use of video cameras for educational purposes that have been approved by a school principal or head of upper school.

Implementation, Installation of Surveillance Cameras

To further the Cambridge Public Schools objectives, the School District's District-wide Administrative Response Team (ART) shall meet as necessary to develop, implement and review both school district and building level safety practices. The District-wide ART shall also make recommendations to the Superintendent of Schools or designee regarding the implementation, installation and use of surveillance cameras. The Superintendent of Schools or designee shall retain final decision-making authority regarding the recommendations of the District-wide ART. In determining the most appropriate use and implementation of surveillance cameras in the schools, school facilities, school buses and/or on school grounds, the District-wide ART's recommendation will be guided by, at a minimum, the following considerations:

- a) Demonstrated need for the device at designated location(s);
- b) Appropriateness and effectiveness of proposed protocol(s);
- c) The use of additional, less intrusive means to further address the issue of school safety (e.g., restricted access to buildings, use of pass cards or identification badges, increased lighting, alarms);
- d) Right to reasonable expectation of privacy and other legal considerations; and
- e) Expense involved to install and to maintain the use of surveillance cameras at designated location(s), including without limitation, schools, school facilities, school buses and/or on school grounds.

Additionally, the District-wide ART will conduct on an annual basis, an audit on the location, use and effectiveness of all authorized surveillance cameras and the results provided to the Superintendent of Schools or designee.

The Superintendent of Schools or designee shall maintain a current up-to-date record of locations of installed surveillance cameras.

Monitoring

All Cambridge Public School employees involved in video monitoring of public areas will perform their duties in accordance with the practices outlined in this policy.

Video surveillance monitors shall be located in areas to which access is controlled and shall not be viewable by unauthorized persons.

Video recording may only be monitored by the Superintendent of Schools, Chief Operating Officer, Cambridge Public Schools Safety and Security Staff, Cambridge Public Schools Transportation Director and other select Cambridge Public Schools staff as authorized by the Superintendent of Schools or Chief Operating Officer. No unapproved employees may monitor or view video or camera images for any reason except as necessary in the course of an investigation or adjudication.

Any employee violating this policy may be disciplined, up to and including termination. Information obtained in violation of this policy shall not be used in any disciplinary proceeding against a Cambridge Public Schools' student and/or employee.

All staff approved to monitor video or camera images shall receive a copy of this policy and provide written acknowledgment that they have read and understand this policy.

A log will be maintained by the School District's safety office that will record the name and date anytime a staff member other than a safety officer views a recording.

Storage

Any video recording used for surveillance purposes in schools, school facilities, school buses and/or on school grounds shall be the sole property of the School District and stored for no more than one month after which such recordings will be promptly erased unless retained as part of a criminal investigation, court proceeding (criminal or civil), or other bona fide use, as approved by the Superintendent of Schools or designee; and the Superintendent of Schools or designee will be the custodian of such recordings and all such recordings shall be properly protected from unauthorized viewing. A record log will be kept of all instances of access to and use of recorded material.

Release of Information

Requests for viewing a recording must be made in writing to the Superintendent of Schools or designee and all public records requests for recordings that are received will be forwarded to the Office of Legal Counsel for review. The request shall identify the individual for whom access is sought, the date(s) and/or time period(s) for which access is sought, and the rationale why access should be granted. If the request is granted, such viewing must occur in the presence of the Superintendent of Schools or designee. Under no circumstances will the School District's video recording be duplicated and/or removed from the School District premises without the express written authorization of the Superintendent of Schools or designee.

Signage and Notification Regarding Use of Surveillance Cameras

Appropriate and conspicuous signage will be posted at entrances to schools, school facilities, and school grounds and/or at major entrances into schools and school facilities, school buses and

school grounds notifying students, staff and members of the general public of the School District's use of surveillance cameras. For exterior cameras, signage will be posted in a conspicuous place in close proximity to the surveillance camera; and for interior cameras, signage will be posted in a conspicuous place at or near the entrance to each place being monitored.

Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school facilities, school buses and/or on school grounds. Such notification may include, but is not limited to, notice of the use of surveillance cameras being published in the Guide to School Policies and Rights and Responsibilities Handbook, employee handbook and any school-based student handbooks and this policy shall be posted on the School District's website. Such notification does not preclude, as deemed appropriate by school administration, the discussion of the use of surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

Destruction and/or Tampering with Surveillance Cameras

Any individual who tampers with or destroys a video surveillance camera or any part of the video surveillance system will be subject to appropriate disciplinary action as well as possible criminal charges.

Adopted: October 1, 2013