

SECURITY CAMERA SYSTEM POLICY

The Harvard School Committee supports the use of video cameras throughout the Harvard 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 to diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewed if necessary by designated school officials and/or designated law enforcement personnel.

A. Signage and Notification:

1. Appropriate signage will be posted at major entrances to school buildings that notify students, 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 in the schools 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: Security Cameras in Use.

B. Camera Placement:

1. The security camera system is installed in public areas only. These areas may include school buses, grounds, athletic areas, exterior entrances or exits to school buildings, and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entries. If cameras are added to an area of the school in which town voting occurs, those cameras will be turned off during voting hours.
2. Restrooms, changing rooms, private offices, classrooms, 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 of privacy.
4. If cameras are added to buses the guidelines defined in this policy will apply.

C. Use of Video Recordings

1. The superintendent, designated school officials, and/or designated law enforcement personnel shall oversee video surveillance.
2. The Harvard Public School Security Camera System will be in operation 24 hours a day, 365 days a year.
3. A log book shall be in use that includes the following details: the persons viewing the data, the reason for the viewing, and the date/time viewed.
4. Any law enforcement agency may be provided with a duplicate of the recorded material in conjunction with an ongoing investigation by that agency. Notification to the superintendent's office shall take place for each duplication of data.
5. Students or staff identified on security cameras in violation of district policies may be subject to disciplinary action with due process.
6. Surveillance system misuse shall be addressed on a case-by-case basis by the district.

D. Data Storage

1. Video recordings (with the exception of those segments that evidence a crime being committed) will be maintained for a maximum of 30 consecutive days and then deleted. All such recordings shall be treated as confidential and shall not be released to individuals or agencies outside of the district, other than designated law enforcement, except through subpoena or other court order requiring such release.
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 in school buildings or grounds are the sole property of the Harvard Public Schools.

ADOPTED: January 25, 2016

AMENDED: May 9, 2016

AMENDED: January 28, 2019

LEGAL REFS:

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