

## SECURITY CAMERAS

The Weston School Committee supports the limited use of video cameras on Weston Public Schools property 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 diminish the potential for personal and district loss or destruction of property.

### **Camera Placement**

Security cameras shall be installed in public areas only. These areas include grounds, parking areas, athletic areas, and exterior entrances or exits to school buildings. Restrooms, changing rooms, private offices, classrooms, nurse's offices and locker rooms are excluded from security camera use. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy. No sound is to be monitored or recorded in connection with the video surveillance system.

### **Signage and Notification**

Appropriate signage will be posted to notify students, staff and the general public of the Weston Public Schools' use of security cameras. Students 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 be limited to, employee handbooks and student handbooks.

### **Access to Video Recordings**

The Superintendent of Schools or his/her expressly authorized designee shall oversee video surveillance. Any video recordings made for security purposes pursuant to this policy are the sole property of the Weston Public Schools. The Weston Public Schools security cameras will be in operation throughout the year.

Recorded information will be available subject to applicable law and only with the approval of the Superintendent or his/her expressly authorized designee for use as necessary by appropriate school officials or law enforcement personnel. There will be no monitoring of live recordings, except in the case of routine maintenance, investigation of an alarm condition, or a suspected health, safety, or security emergency. Recordings will be reviewed only when a suspected incident has occurred. Information obtained through video surveillance may only be used for identifying persons attempting to enter the school buildings, or investigating violations of student/staff conduct, suspected vandalism or other illegal activity, or any activity that may threaten the safety or security of students or staff.

### **Data Storage**

All video recording are stored in a secure place to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for a period of time consistent with state law and the Weston Public Schools' record retention policies, after which all recordings will be appropriately deleted.

Adopted: June 21, 2016