

## **File: ECAF POLICY – SECURITY/SURVEILLANCE CAMERAS IN/ON SCHOOL BUILDINGS, PROPERTY AND BUSES**

The Bedford School Committee and Bedford Public Schools work to maintain a safe and secure environment for students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, and developing crisis plans.

School facilities and their contents constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of video-only security cameras in school district buildings and on its property and school buses to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property.

### **Placement and Use**

Security cameras may be used in locations deemed appropriate by the Superintendent in consultation with school officials as well as local law enforcement and emergency response agencies. Use of video-only security cameras in the interior of buildings will be restricted to locations where there is no reasonable expectation of privacy, such as major exterior entrances and exits, large gathering spaces including corridors, cafeteria, lobbies and libraries. No video cameras will be placed in classrooms, locker rooms, restrooms, staff dining areas or private offices.

### **Notice**

The District shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee and district policies may be subject to disciplinary action.

### **Limited Access, Viewing, and Storage**

The District shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations and shall be treated as confidential property of the District. Video recordings (with the exception of those segments that evidence a crime being committed or required to be preserved for an ongoing investigation) will be maintained no more than 90 days and then deleted. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, Principal/designee) unless the express permission of the Superintendent is provided or required by court order or subpoena. However,

staff authorized by the Superintendent (e.g., the Information Technology and Facilities Directors) may periodically view live and recorded video for the purpose of system testing and maintenance. Law enforcement and emergency response officials may only access video recordings or the security system in conjunction with any ongoing investigation by that agency and with the express permission of the Superintendent, or when emergency response requires. Tenants, licensees, and contractors of the Bedford Public Schools must abide by the security/surveillance cameras policy set forth by the Bedford School Committee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

Draft Proposed Policy - 9/26/23