

CALHOUN CHRISTIAN SCHOOL SECURITY CAMERA SYSTEM POLICY

PURPOSE

Calhoun Christian School recognizes school safety and security and supports the use of video cameras throughout the school building for that purpose. Our goal is to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure safety for community members who visit or use of school property, and diminish the potential for personal and school loss or destruction of property. Security camera recordings are viewable by authorized designees only in accordance with the security camera system policy.

GENERAL STATEMENT OF POLICY

A. Signage and Notification:

Appropriate signage will be posted at major entrances to the school building that notify students, staff and the general public of the School'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 school. Such notification will include, but will not be limited to, employee handbooks, student handbooks, and the Cougar Connection.

Signs will be posted in public entryways to the building and other conspicuous locations informing persons that the buildings and grounds may be under video surveillance. The posted signs will read: **Surveillance Cameras in Use for Security Purposes.**

B. Camera Placement:

1. The security camera system is installed in public areas only. These areas include athletic areas, exterior entrances or exits to the building and large gathering spaces such as classroom corridors, cafeteria, and main entries.
2. Restrooms, locker rooms, private offices and classrooms are excluded from security camera use.
3. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

C. Use of Video Recordings:

1. The Administrator or his/her expressly authorized designee shall oversee video surveillance.
2. The Calhoun Christian School Security Camera System will be in operation and may be monitored by school personnel throughout the year.
3. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials, and/or law enforcement personnel.

D. Data Storage:

1. All video recordings are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for no less than 30 days and appropriately destroyed/deleted.
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 the school building and grounds are the sole property of Calhoun Christian School. Release of such videos will be made only as permissible pursuant to applicable law and with the permission of the Administrator or his/her designee

LEGAL REFERENCES:

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

Approved by CCS Board: _____