

Surveillance Camera Policy

Video surveillance is the use of security cameras to monitor and record activity in a specific area or location for security, safety or monitoring purposes. Security cameras capture live footage, which can be viewed in real-time or recorded for later review.

Hill View Montessori (HVM) seeks to promote and foster school safety with a safe and effective educational and work environment. HVM supports and reserves the right to place and use surveillance cameras, when necessary and appropriate, in its schools, school facilities and/or on its school grounds.

Purpose of Surveillance Cameras

The primary uses of surveillance cameras are as follows:

1. Promote a safe environment by deterring conduct that violates the law, Board of Trustees policy, and/or school-based rules; and
2. Record images for future identification of individuals in the event of violations of law, Board of Trustees policy, and/or school-based rules;
3. Aid in search of lost or missing children, and
4. 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 oral communications.

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.

Implementation, Installation of Surveillance Cameras

Camera installations will only be located in public areas, such as school entrance ways, hallways, recess areas, large public gathering spaces, and parking lots. All camera installations should be visible. The purpose of these installations is to monitor public areas to provide a safe and secure environment for all students, staff and visitors. The cameras shall not be placed in areas where there may be a reasonable expectation of privacy (e.g., rest rooms, locker rooms, private offices, department offices, adult only conference rooms).

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 policies and state and federal laws and will not be based on a subject's personal characteristics, including race, gender, gender

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identity, national origin, ethnicity, sexual orientation, disability or other protected class.

In determining the most appropriate use and implementation of surveillance cameras in the school, on school buses, and/or on school grounds, school administration's recommendation will be guided by, at a minimum, the following considerations:

1. Demonstrated need for the device at designated location(s);
2. Appropriateness and effectiveness of proposed protocol(s);
3. 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, increased lighting, alarms);
4. Right to reasonable expectation of privacy and other legal considerations; and
5. Expense involved to install and to maintain the use of surveillance cameras at designated location(s).

School administration shall maintain a current up-to-date record of locations of installed surveillance cameras.

Monitoring

Only authorized school personnel, as determined by the Executive Director, shall be involved with and/or have access to surveillance cameras and any resultant recordings.

1. All employees involved in video monitoring of public areas will perform their duties in accordance with the practices outlined in this policy.
2. Video surveillance monitors shall be located in areas to which access is controlled and shall not be viewable by unauthorized persons.
3. Video recording may only be monitored by authorized school personnel, as determined by the Executive Director. 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. Disciplinary measures will include training in the Family Educational Rights and Privacy Act (FERPA) and relevant law relating to privacy and data sharing. All employees shall receive a copy of this policy and provide written acknowledgment that they have read and understand this policy.

Storage

Any video recording used for surveillance purposes shall be the sole property of the District and stored for no more than 30 days 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 Executive Director. Only authorized school personnel, as determined by the Executive Director, will be the custodian(s) 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.

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Any video recording used for surveillance can only be stored in three locations.

1. On the surveillance video system's cloud server
2. HVM's administrative drive with access limited to authorized school personnel, as determined by the Executive Director.
3. Employee issued laptop (not cell phone)

Video recordings cannot be shared via email or cell phone.

Release of Information

Surveillance camera recordings are not considered "directory information" and may be subject to confidentiality restrictions, including but not limited to requirements under the Family Educational Rights and Privacy Act (FERPA).

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 school administration.

Requests for viewing a recording must be made in writing to the Executive Director and all public records requests for recordings that are received will be forwarded to Legal Counsel for review. The request, other than public records requests, 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 Executive Director or authorized school personnel as determined by the Executive Director. Under no circumstances will the video recording be duplicated and/or removed from the premises without the express written authorization of school administration or a Court Order. This includes sharing or duplicating video via text, email, or other technology.

Signage and Notification Regarding Use of Surveillance Cameras

Appropriate and conspicuous signage will be posted at the entrances to the school and on school grounds, and school buses notifying students, staff and members of the general public of the use of surveillance cameras.

Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras. Such notification may include, but is not limited to, notice of the use of surveillance cameras being published in the student handbook, employee handbook and the 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

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video surveillance system will be subject to appropriate disciplinary action as well as possible criminal charges.

Reporting & Addressing Policy Violations

Any violation of this policy, including unauthorized access, unauthorized sharing of footage, tampering with surveillance footage or equipment, failure to report a known violation, or knowingly providing false information in a violation report must be reported immediately to the Executive Director in writing or via email. Reports should include the date, time, location, and a detailed description of the violation.

All reports of violations will be investigated promptly by the Executive Director or designated personnel. Any confirmed violation will result in disciplinary measures up to and including immediate termination, legal action, and, where applicable, criminal prosecution. Violations involving student privacy, security breaches, or intentional misuse of surveillance footage will be treated as serious infractions with severe consequences.