

SUBJECT: USE OF SURVEILLANCE CAMERAS IN THE BOCES

It is the Board's responsibility to ensure the safety of the BOCES' students, staff, facilities, and property. While the Board recognizes the importance of privacy, it has authorized the use of surveillance cameras on BOCES property including in school buildings and school facilities, when necessary. These surveillance cameras will help to assist the Board in maintaining the overall safety and welfare of the BOCES' students, staff, property, and visitors, as well as to deter theft, violence, and other criminal activities.

Further, surveillance cameras will only be placed in public or common areas, such as stairwells, hallways, cafeterias, parking lots, or playgrounds, and not in private areas such as locker rooms, bathrooms, or other areas in which individuals have a reasonable expectation of privacy. Audio recordings will not be utilized by the BOCES officials, however, this prohibition may not preclude the use of audio recordings by law enforcement officials in accordance with their official duties or as otherwise authorized by law.

Disciplinary Proceedings

Video recordings or footage from BOCES surveillance cameras may be used in student or employee (as permitted by any applicable collective bargaining agreement) disciplinary proceedings, as appropriate.

Signage/Notification

The BOCES will place signage at entrances to the school campus or at major entrances into school buildings notifying students, staff, as well as any visitors of the BOCES' use of surveillance cameras. Students and staff will also receive additional notification, as deemed appropriate by the District Superintendent, regarding the use of its surveillance cameras through means such as publication in the BOCES calendar, employee handbook, and/or the student handbook.

Maintenance of Video Recordings

Any video surveillance recording in BOCES buildings or on BOCES property, on tape, CD, or digitally, will be the sole property of the BOCES and stored in its original form and in a secure location to avoid tampering and also to ensure its confidentiality in accordance with relevant law and regulations.

In addition, to the extent that any video images create student or personnel records, the BOCES will comply with all applicable state and federal laws related to record retention, record maintenance, and record disclosure, including the Family Educational Rights and Privacy Act ("FERPA").