

RIVER OAK CHARTER SCHOOL

Video Surveillance Policy and Procedures

River Oak Charter School (“ROCS” or the “Charter School”), values protecting the health, safety, and welfare of students and staff, and in protecting the community’s investment in school facilities. ROCS has a duty to provide a safe, secure, and orderly learning and work environment, and allows the use of security cameras at the Charter School, in school buildings, and upon school grounds as follows:

Definitions

- “*Security Monitoring System*” refers to the Charter School’s network of security cameras, equipment, and video recordings.
- “*Private areas*” may include, but are not limited to, restrooms, changing areas, private offices, and/or classrooms.
- “*Public areas*” may include, but are not limited to, building entrances, hallways, parking lots, front offices where students, employees, and parents come and go, gymnasiums during public activities, cafeterias, and/or supply rooms.
- “*Tampering*” with a Charter School security monitoring system includes any unauthorized use, access, or damage to the security monitoring system.

Surveillance Policy

Surveillance cameras will generally be utilized only in public areas where there is no reasonable expectation of privacy. Charter School surveillance cameras will not be installed in private areas.

Security cameras will not be used to record audio in areas where there is an expectation of privacy without the prior consent of all parties.

Treatment of Recordings

Authorized Personnel

Only the Charter School Principal/Superintendent or designated employees (such as the Administrative Assistant) may access or operate the security monitoring system. Upon receiving a report of an incident involving student or employee safety or campus security, only the Charter School Principal/Superintendent or designated employees may be permitted to view the recordings.

In cases of a malfunction to the security monitoring system, video recordings may be accessed to determine functionality.

Data Storage

Security camera recordings shall be stored in a secure location (typically a hard drive or cloud based drive). Security camera recordings shall be password protected/encrypted under the direction and support of the Principal/Superintendent.

Record Keeping

The Principal/Superintendent or designee shall keep a written log of all persons who review the

security camera recordings, including the date and time stamps of the recordings under review, the name of the individual(s) viewing the recordings, the date and time the recordings were viewed, and the purpose for which the recordings were viewed. If the content of the recording becomes the subject of a student or employee disciplinary proceeding, it may be treated like other evidence in that proceeding.

Security camera recordings will be stored for thirty (30) days, unless the Principal/Superintendent, Charter Council President, or other state or federal agency requests that specific recordings be preserved for a longer period

Under no circumstances will the security camera recordings be duplicated and removed from Charter School property except in accordance with this policy, a court order, and/or a valid subpoena.

Surveillance Recordings as a Student Record

Recordings of incidents captured by security cameras located on school property generally do not constitute a part of a student's educational record. Parents/guardians may view recordings of their children only in the event the recordings are used in disciplinary proceedings involving their children, and such requests must be made in writing by the parent/guardian pursuant to the Charter School's Family Educational Rights and Privacy Act ("FERPA") Policy. Any such request shall be processed pursuant to the Charter School's FERPA Policy and in accordance with any other applicable law.

Personnel Records

Video recordings that directly relate to a ROCS employee that are preserved by ROCS for a specific purpose, such as an employee disciplinary proceeding, shall be deemed a "personnel record" and shall be maintained as such in accordance with ROCS policies.

To the extent that any images or video recordings from the ROCS surveillance system create a personnel record, the Principal/Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with applicable law, ROCS policies, and any applicable collective bargaining agreements.

Notification

Charter School shall post security camera signage at all campus and facility entrances disclosing the use of security camera equipment on the premises. Additionally, Charter School shall provide annual written notice to students, parents/guardians, and staff of this policy and the use of security cameras on the ROCS campus. The Charter School Safety Plan will reference the purpose of the video surveillance and their public locations as noted above.

Tampering

Students and employees are prohibited from tampering with Charter School security monitoring system. Students found in violation of this policy will be disciplined in accordance with Charter School's discipline policy, including but not limited to the suspension and expulsion procedures. Any employee found to have tampered with the Charter School's security monitoring system may be disciplined, up to and including termination.