

## **SECURITY CAMERA SYSTEMS** Procedures

### Camera Placement:

1. The security camera system may be installed in public areas only. These areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby and main entries.
2. Restrooms, changing rooms, nurse's offices and locker rooms are excluded from security camera use.
3. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy. However, this policy does not preclude the District from placing cameras in such areas when there is a reasonable suspicion of activity that violates the law or is a violation of school policy and such a request is made by the building administration.
4. This policy does not prohibit the use of cameras for legitimate educational purposes, including but not limited to student performances.

### Use of Video Recordings:

1. The Superintendent or his/her expressly authorized designee shall oversee video surveillance. The Superintendent shall develop procedures for accessing video recordings. However, recorded information will be available for use as necessary by appropriate school officials, and/or law enforcement personnel.
2. The Security Camera System will be in operation and may be monitored by school personnel throughout the calendar year.

### Data Storage:

1. All video recordings are stored in a secure place to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations.
2. Information obtained through video surveillance may be used for training, visitor management, 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 on school buses, in school buildings or grounds are the sole property of the Acton-Boxborough Regional School District. Release of

such videos will be made only as permissible pursuant to applicable law and with the permission of the Superintendent or his/her designee.

Family Educational Rights and Privacy Act  
State Laws and Regulations regarding Student Records

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