

Security cameras that have been placed within each of the schools of Minidoka County Schools #331 have become an important part of our safety program. In order for each school to obtain the utmost effectiveness of use, the Minidoka County School Board #331 has adopted the following policy provisions:

**Provisions:**

1. Each camera is to be situated in a location where areas of concern can be monitored. Locations may include all students and staff occupied areas of a building with the exception of rest rooms and changing rooms. Security cameras may be placed in classrooms, hallways, common areas, gymnasiums, cafeterias, offices, conference rooms, and any other areas as deemed appropriate. The ~~Maintenance Supervisor~~ Technology Director has the primary responsibility for placement and maintenance of security cameras with feedback from the site administrator ~~and Safety Team~~.
2. The monitors need to be placed within a secured area to minimize tampering or misuse.
3. The site administrator is the authorized person with responsibility to assure that the cameras and monitors are checked on a regular basis. Regular basis requires a consistent routine to help with security concerns. ~~This should be checked monthly at minimum.~~
4. Security cameras will be placed so that the exterior doors and locks can be recorded to monitor individuals entering or exiting the schools.
5. Each building is equipped with ~~a DVR~~ digital recording capabilities. The building administrator or designee(s) will be trained ~~in in accessing the recordings. accessing the use of the DVR for recordings, playback, scan and review, and transferring to DVD format.~~ While the DVD and The security video footage are is the exclusive property and for the sole use of the school district, d. At the present time there is no monitoring of audio. Digital copies of recordings can be provided to law enforcement upon request.

**LEGAL REFERENCE: Idaho Code 33-512****ADOPTED: February 21, 2000****AMENDED/REVISED: September 17, 2012**