

Security means not only maintenance of buildings, but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires close cooperation with local police, fire, and sheriff departments and with insurance company inspectors to do safety programs and training to ensure employees are using safe practices

Access to school buildings and grounds outside of regular school hours shall be limited to staff whose work requires access. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

If an employee is issued a key/security badge for school property or building entrance, he/she must assume responsibility for the custody and appropriate use of each key/badge. There will be no borrowing, sharing of alarm codes, keys or badges to third parties. This could lead to disciplinary action. Keys are not to be duplicated.

If an employee loses his/her keys(s)/badge, the loss should be reported to the building administrator, IT department and maintenance as soon as possible. If an employee is unable to find the key(s)/ badge within a reasonable time period, he/she will be required to pay for key/badge replacement and lock alteration.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of security guards may be approved in situations where special risks are involved. All incidents of vandalism and burglary shall be reported to the Superintendent immediately and to law enforcement agencies as appropriate.

Cameras

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 Technology Director has the primary responsibility for placement and maintenance of security cameras with feedback from the site administrator.

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.
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 digital recording capabilities. The building administrator or designee(s) will be trained in accessing the recordings. . The security video footage is the exclusive property and for the sole use of the school district, 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; April 20, 2020