

## **Unity School District - Board of Education**

### **Board Policy 731.3**

#### **Surveillance Camera Use**

**Last Revised 9/11/2018**

The Unity School District has a great concern for the safety of students, staff and general public on school property. To better provide a safe and healthful environment, surveillance cameras are used in District buildings and transportation vehicles.

Cameras shall only be placed in public areas such as hallways, classrooms, athletic areas, transportation vehicles and parking lots. Areas such as restrooms and locker rooms where people assume they are in an area of privacy shall not have cameras.

The District shall notify its students, staff and general public that video surveillance will occur on school property or transportation vehicles. This information will be incorporated into student and staff handbooks, and the District newsletter.

Video surveillance equipment on transportation vehicles shall be the responsibility of the Facilities Director. The use of video surveillance equipment on school grounds shall be supervised by the District Administrator and Building Principals. Only individuals authorized by the District Administrator may view the surveillance recordings.

The use of recordings from surveillance equipment shall be subject to other district policies concerning confidentiality of pupil and personnel records.

Building surveillance recordings are saved for a minimum of two weeks.