

USE OF VIDEO SURVEILLANCE

Brevard Academy recognizes that maintaining the safety and security of students, staff, volunteers, and school property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by school personnel, it can provide an additional layer of protection.

Video surveillance, with or without audio recording capabilities may be utilized in and around the school facility, on school property, and on school transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use.

PLACEMENT AND NOTIFICATION

Video surveillance equipment may be installed in and around school facilities, property, and vehicles. The system provides constant monitoring 24/7 (is activated and records when motion is detected).

Video surveillance equipment **will not be** used or installed in areas where school students, staff, and parents/guardians have a reasonable expectation of privacy, such as restrooms.

Video surveillance equipment may always be in operation, whether the school is operational and whether the facilities or buildings are in use at all. The school will determine the operation schedule of any video surveillance equipment at its discretion.

The school shall notify school students, parents/guardians, staff, and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law.

ACCESS TO VIDEO IMAGES

The use of video surveillance equipment on school grounds shall be supervised and controlled by the Board Chair and School Director. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed.

Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is **strictly limited** to the following authorized individuals:

School Director
Assistant Director
School Resource Officer
School Board Chair

The video recordings shall be used by the school system for administrative and disciplinary purposes only and shall not be disseminated to any other person unless required by law, board policy, or court order.

Video recording data may be used as evidence that a school member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, policies, and/or school rules. Video footage is subject to production by a valid subpoena or other court order.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Confidentiality and privacy concerns limit the general public, including parents and relatives of school students, from viewing video recording footage and/or data involving school students, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any school personnel who becomes aware of unauthorized disclosure of video recording data from the school and/or a potential privacy breach must immediately inform the School Director.

School personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment.

Video recording data will remain the property of Brevard Academy and may be reproduced only in accordance with applicable law and board policy.

RETENTION OF DIGITAL IMAGES

Video recording data shall be kept for approximately 30 days except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation by authorities. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The stored media shall be kept on a secured computer.

In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with school personnel and appropriate officials.

STUDENT PRIVACY

Video recording data will not to be used directly or indirectly to identify the activities of individual school students except as viewed in relation to a specific event or suspected criminal activity; suspected violation of school policy or rules; incidents where there is reasonable basis to believe a claim may be made against the school for civil liability; or if otherwise compelled by law.

Authorized school personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on school property.

DISCLAIMER OF LIABILITY

A copy of this policy will be shared with any school member, parent/guardian, or staff member upon request.