

# **POLICY**

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## **FRANKLIN TOWNSHIP BOARD OF EDUCATION**

**File Code: 3517**

### SECURITY AND ELECTRONIC SURVEILLANCE

#### Security

The buildings and grounds of the Franklin Township School District constitute its greatest investment. In the best interests of the district, the board requires effective means for protection of the students, staff and facilities.

Security means all buildings shall be locked when not in use, and safe practices shall be employed in the use of electrical, plumbing, and heating equipment for protection from fire hazards and faulty equipment. The board requires close cooperation with local police and fire departments and with building inspectors.

An adequate key control system shall be established to control access to school buildings. Funds and valuable records shall be kept in a safe place and securely locked. The superintendent shall oversee the development of procedures to provide for the security of the students, the staff, and of school facilities and property.

#### Electronic Surveillance

The Franklin Township Board of Education authorizes the use of electronic surveillance equipment in school buildings and on school property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard district buildings, grounds, and equipment. The superintendent will approve appropriate locations for surveillance equipment.

The superintendent will notify staff and students, through staff and student handbooks or by other means that surveillance equipment may record school activity in school buildings and on school property. The following statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used:

*The Franklin Township of Education authorizes the use of electronic surveillance monitoring devices in school building and on school grounds. Therefore, the school building and school grounds may be monitored using such devices in accordance with board policy.*

The content of the surveillance recordings may become a part of a student's educational record or of a staff member's personnel record. Content added to student and staff records shall be confidential according to law and board policies (see 4112.6/4212.6 personnel Records, 5125 Student Records). Content related to disciplinary proceedings shall be subject to rules for all the forms of evidence. Surveillance footage used as evidence shall be permitted only when it is in a legitimate educational interest. The district will comply with all applicable state and federal laws related to record maintenance and retention.

Date adopted: 6/22/15

Key Words

Security, Electronic Surveillance, Surveillance, Video Camera

Legal

References: N.J.S.A. 18A:11-1                    General mandatory powers and duties  
N.J.A.C. 6A:16-5.1                    School safety and security plans  
N.J.A.C. 6A:26-1.1 et seq.           Facilities

Possible

Cross References: \*1330                    Use of school facilities  
                         \*1410                    Local units  
                         \*3510                    Operation and maintenance of plant  
                         \*3516                    Safety  
                         \*4112.6/4212.6       Personnel records  
                         \*4147/4247            Employee safety  
                         \*5125                    Student records  
                         \*5131                    Conduct and discipline  
                         \*5131.1                Harassment, intimidation and bullying  
                         \*6114                    Emergencies and disaster preparedness  
                         \*7110                    Long-Range Facilities Planning

\*Indicates policy is included in the Critical Policy Reference Manual.