

# POLICY

## **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.

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.

# REGULATION

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## FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code:3517R

### ELECTRONIC SURVEILLANCE

The superintendent shall determine the placement and location of surveillance devices.

#### Recording and Notice

- A. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices;
- B. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings and on school grounds;
- C. Notice regarding the use of surveillance devices will be posted in school buildings where the devices may be used.

#### School Furnished Electronic Devices

The district may furnish students electronic devices such as laptop computers, tablets, notebooks, cellular telephones, or other electronic devices. When a student is furnished with an electronic device the district shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student furnished an electronic device shall acknowledge receipt of the notification. The district shall retain the acknowledgement as long as the student retains the use of the electronic device.

#### Student and Staff Records and Notice

- A. School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Education and Privacy Act and the Individual with Disabilities Education Improvement Act. Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records (see board policy 5125 Student Records).
- B. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records (see board policy 4112.6/4212.6 Personnel Records).
- C. The district will provide notice to students, parent(s) or legal guardian(s), and school staff members that surveillance devices may be used in school buildings, on school grounds and on school buses.

### Storage/Security

All recordings will be stored by the superintendent or his or her designee, and secured to ensure confidentiality. Recordings will be stored for ninety calendar days after initial recording, whereupon such recordings will be erased or discarded, unless there is a legitimate reason for retaining such recording for review.

### Viewing or Listening

- A. Only the superintendent and the building principal shall review/audit newly recorded surveillance footage;
- B. The superintendent shall approve all requests to view/audit surveillance content. Authorization shall be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings;
- C. Only the portion of the recording concerning a specific incident will be made available;
- D. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
- E. Access to surveillance recording shall be directly supervised and reviewed in the presence of the building principal and/or the superintendent;
- F. The building principal and/or the superintendent shall maintain a written log including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.
- G. Video recordings shall remain the property of the district and may be reproduced only in accordance with law, including district student records policy and procedures (5125) and district personnel records policy, procedures (4112.6/4212.6) and applicable labor agreements.

### Purchase, Maintenance, Replacement of Equipment/Supplies

The building principal shall be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.