

Policy

SECURITY AND ELECTRONIC SURVEILLANCE

The Alloway Township School District authorizes the use of electronic surveillance equipment in school buildings, on school property and on school buses 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 chief school administrator will approve appropriate locations for surveillance equipment.

The security surveillance system may consist of, but not be limited to, sound/video cameras, audio recording devices, and other appropriate devices. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings, school grounds or on school buses.

The chief school administrator will ensure appropriate signs are posted prominently in the school building, on the school grounds and on school buses, advising all employees, students, community members and other building occupants that electronic surveillance systems are in place and in use. The signs shall note that activities are being monitored and/or recorded in order to protect the safety and security of students, staff, community members and other building occupants.

In addition, the chief school administrator or his or her designee shall notify school staff members, parents/guardians and students that electronic surveillance may be used in school buildings, on school grounds and on school buses through publication in appropriate district publications, including, but not limited to student handbooks, staff handbooks, notices to parents/guardians and/or the district website.

The chief school administrator will notify staff and students, through staff and student handbooks or by other means that surveillance equipment may record school activity in school buildings, on school property and on school buses. A statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment to alert the school community and the public that electronic surveillance monitoring devices are used in school buildings, on school grounds and on school buses and all school buildings and school grounds may be monitored.

The chief school administrator or his or her designee shall be responsible for determining the placement of surveillance cameras. The chief school administrator or his or her designee will 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 surveillance equipment shall be subject to appropriate discipline.

Monitoring and Recording Student Activity

Under certain circumstance, the content produced by the surveillance system may be considered a student record, and subject to the provisions of board of education policy 5125 Student Records. If any of the content produced by the district's surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in that proceeding, and the district declares such use to be a legitimate educational interest.

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.

SECURITY AND ELECTRONIC SURVEILLANCE (continued)Monitoring and Recording Staff Activity

Under certain circumstances, the content produced by the surveillance system may be considered an employee record, and subject to the provisions of board of education policies 4112.6/4212.6 Personnel Records. If any of the content produced by the district's surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in that proceeding, and the district declares such use to be a legitimate educational interest.

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.

Viewing and/or Listening

Initial viewing or listening to recordings will be done by the chief school administrator or his or her designee.

Requests for viewing or listening will be limited to persons with a direct interest in any proceedings such as disciplinary or other actions taken where the surveillance footage is used as evidence. Only the portion of the recording concerning a specific incident will be made available for viewing.

Viewing or listening to the recording will be permitted on school property or as otherwise required by law. All viewing will be in the presence of the chief school administrator or his or her designee.

A written log will be maintained by the chief school administrator or his or her designee of those viewing video recordings including, but not limited to the date of the viewing, reason for viewing, the date the recording was made, and the signature of the viewer.

Video recordings shall remain the property of the district and may be reproduced only in accordance with law, including all applicable board of education policies and labor agreements.

Live Streaming

District video surveillance equipment has the capability to live stream the video wirelessly to remote locations. In accordance with law (N.J.S.A. 18A:41-9) the district shall establish a Memorandum of Understanding with local law enforcement which provides local law enforcement with the capacity to activate the equipment and view the live streaming video. The Memorandum of Understanding shall include, but need not be limited to:

- A. The designation of individuals who shall be authorized to view live streaming video;
- B. The circumstances under which the designated individuals would view live streaming video; and
- C. A detailed plan for preventing and detecting unauthorized access to live streaming video.

Records

All recordings will be stored by the chief school administrator or his or her designee and secured appropriately to ensure confidentiality and will be erased and/or destroyed unless there is a legitimate reason for retaining such recordings for review.

Adopted:	August 21, 1990
Revised:	December 16, 2003, December 21, 2006, August 27, 2013, February 23, 2016, November 28, 2017
NJSBA Review/Update:	April 2025
Readopted:	

SECURITY AND ELECTRONIC SURVEILLANCE (continued)Key Words

Security, Electronic Surveillance, Surveillance, Video Camera

Legal

<u>References:</u>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:41-9	Access to school surveillance equipment by law enforcement authorities
	<u>N.J.A.C.</u> 6A:16-5.1	School safety and security plans
	<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Facilities

Possible

<u>Cross References:</u>	*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.