

SCHOOL SECURITY CAMERAS

The Mansfield School Committee supports the use of security cameras throughout the District for the purpose of enhancing school safety and security, as part of the District's overall security plan. The Committee's goal is to foster measures that improve the safety and security of the teaching and learning environment for students and staff, to maintain order and discipline on school property and on school vehicles, to ensure public safety for students, staff, and visitors to our schools, and to help safeguard District facilities, grounds, and property.

The District's security camera system will be in operation and may be monitored by school personnel throughout the year. Security cameras may be used both inside and outside of school buildings and on school buses to record students, staff, and property.

The Superintendent is responsible for the development of any necessary administrative procedures regarding the use of security cameras. The regulations must be in compliance with District policy and applicable law to protect the privacy rights of students and staff.

Signage and Notification

Appropriate signage will be posted in buses and/or in public entryways to buildings and other conspicuous locations informing students, staff, and the general public of the District's use of security cameras.

The administration will provide additional written notice annually to staff, students and parent/guardians that video surveillance may occur in the schools, on school grounds, or in school vehicles. Such notification will include, but not be limited to, employee handbooks and student/parent handbooks.

Camera placement

Security cameras are installed in public areas only; these areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings, and large gathering spaces such as classroom corridors, cafeteria (this does not include the kitchen area or stock room) lobby, and main entries. The Superintendent shall consult with the building administrator and/or others as appropriate prior to approving placement.

Security cameras may not be used in an area where there is a "reasonable expectation of privacy." No security cameras shall be placed in restrooms, changing rooms, private offices, classrooms, counselor's offices, staff lunch rooms, staff work rooms, nurse's offices, and locker rooms.

The School Committee will be notified by the Superintendent prior to the installation of security cameras in school buildings, on school property, and on school buses.

Viewing/Monitoring of Live Images from Security Cameras

The Superintendent, building administrators, and others designated by the Superintendent may monitor live security camera images on a periodic or random basis for school-related purposes. Unauthorized viewing of live images is prohibited.

Notwithstanding the prior paragraph, it is understood that School Resource Officers/law enforcement officials and the Facilities Department have monitors that have constant access to the security cameras and they are authorized to view images from school security cameras at the school or at their own monitors.

Training and Retention of Recordings

Authorized school personnel and members of the Police Department will be trained on the equipment.

The recordings will be kept for at least thirty (30) days.

Use of Camera Recordings

The Superintendent or his/her expressly authorized designee shall oversee video surveillance.

The recordings can be accessed by authorized personnel, which is defined as the Superintendent of Schools or his/her designee(s); the school principal; the assistant principals; the District director of technology; network administrator(s); the Facilities Department; the school resource officers or the Police Department. Other school personnel may be authorized to view recordings by the Superintendent or a building administrator if there is a legitimate educational reason to do so.

In compliance with the law, recorded information will be available for use as necessary by appropriate school officials, and/or law enforcement personnel.

Any security camera recordings, used for student disciplinary purposes will only be disclosed as authorized by the Family Educational Rights and Privacy Act (FERPA) and in accordance with School Committee policy.

Access by others will be determined by the Superintendent in consultation with legal counsel and in accordance with any applicable laws.

Storage and Security of Camera Recordings

All video recordings will be stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for at least thirty (30) days and appropriately destroyed/deleted.

Information obtained through video surveillance may only be used for disciplinary investigations, security, or law enforcement purposes. No sound is to be monitored or recorded in connection with the video surveillance system.

Any video recordings used for security purposes on school buses, in school buildings, or on school grounds are the sole property of the Mansfield Public Schools. Release of such videos will be made only as permissible pursuant to applicable law and with the permission of the Superintendent of his/her designee.

Revised: July 17, 2019
Adopted: October 28, 2014

REFERENCE: National School Board Association (NSBA) published report

LEGAL REFS: The Elementary and Secondary Education Act; 20 U.S.C. § 1221 et seq.;
Family Educational Rights and Privacy Act; 20 U.S.C. § 1232g; U.S.
Const. Amend. IV; ORC 3313.20

CROSS REFS: EBCA – Crisis Response Plan
JRA – Student Records and Information