

**St. Mary Catholic School**  
**VIDEO SURVEILLANCE POLICY**

**Policy Statement:**

The St. Mary Catholic School ("the school") authorizes the use of video surveillance equipment to monitor St. Mary School property to maintain a safe and secure learning environment for our students, staff and visitors.

St. Mary Catholic School recognizes that maintaining the safety and security of students, staff and school property is best implemented with a multifaceted approach. To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the parish. Video surveillance may be utilized in and around the school campus. Video surveillance shall be in accordance with applicable laws pertaining to such use. Additionally St. Mary School recognizes the benefit of greater convenience and efficiency in the use of our facility and the subsequent improvement of administration as a whole."

The school also shall comply with applicable law related to maintaining video recordings. The pastor, principal, or their designee is directed to develop regulations governing the use of video surveillance in accordance with applicable law and St. Mary Catholic School Board policy. Video surveillance is not permitted in areas where there is a reasonable expectation of privacy. Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this policy and shall not be permitted except as provided by federal and Kansas law. Recording of students for purposes of their educational programming is also not intended to be covered by this policy. (Adoption date) LEGAL REFS.: 20 U.S.C. §1232g (Family Educational Rights and Privacy Act of 1974 "FERPA"). Notwithstanding anything herein, to the extent any images or data collected by means of video surveillance are determined to constitute educational records, the same shall be treated in a manner consistent with the requirements of FERPA and other applicable federal and Kansas law.

**Purpose:**

The objective of video surveillance is to:

- Enhance the safety of students, staff, visitors and other persons on school grounds and within school facilities;
- Protect St. Mary School property against theft or vandalism;
- Aid in identifying intruders or persons breaking the law while on school premises;
- Meet identified security needs;
- Aid in the efficient administration of the school including investigations, student and employee disciplinary proceedings, documentation in connection with workers'

compensation and other insurance claims, and such other purposes approved by the pastor and principal.

## **VIDEO SURVEILLANCE**

### **1.0 Principles:**

- 1.1 Video surveillance equipment may be installed in and around the school campus for the purpose of enhancing school safety as approved by the pastor, principal, or their designee.
- 1.2 Video surveillance equipment will not be used or installed in areas where the public, students and/or staff have a reasonable expectation of privacy, such as nurses' offices, locker rooms and restrooms. Individual use of video or still photo electronic devices is also prohibited in these areas. With the exception of such locations, persons on school grounds and within school facilities are subject to surveillance without any reasonable expectation of privacy.
- 1.3 Video surveillance equipment may be in operation 24 hours per day on a year-round basis at any and all times, whether or not school is in session and whether the facilities or buildings are in use.
- 1.4 Conduct in publicly accessible places on school property (e.g. school hallways, cafeterias, libraries, customer service contact points, buses, classrooms, etc.) may be recorded by video devices.
- 1.4 Surveillance equipment may be capable of audio recordings as well as recording video images.
- 1.5 The district shall notify students, staff and the public that video surveillance systems are present. Such notification will be included in staff and student handbooks and signs will be prominently displayed in appropriate locations throughout the school campus as determined by the pastor or principal their designee.
- 1.6 Video surveillance equipment may be used for reviewing the actions of students, staff, visitors, or any other person on school grounds or within school facilities..

### **2.0 Operational Responsibilities**

- 2.1 Notices of the use of video cameras and surveillance equipment must be prominently displayed in buildings where there is video surveillance in hallways, libraries, cafeterias, auditoriums, and other locations as determined by the pastor, principal or their designee, and on the exterior of the main entrance to the school building.
- 2.2 The use of video surveillance equipment on school grounds shall be supervised and controlled by the pastor, principal, or their designee.
- 2.3 Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violators will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable school policies and regulations and may include,

but not be limited to, written reprimand, suspension, demotion or dismissal for staff, and suspension and/or expulsion for students, depending upon the nature and severity of the situation.

- 2.4 The pastor, principal, or their designee will review the use and operations of the video surveillance system with on a periodic basis.
- 2.5 Video surveillance data may be used as evidence that a student, staff member or other person has engaged in behavior that violates federal or state law, school policies and/or school rules.

### **3.0 Storage/Security**

- 3.1 Surveillance data shall be treated as confidential and shall be maintained in a secure environment. The school shall provide reasonable safeguards including, but not limited to password protection, well-managed firewalls and controlled physical access MDF/IDF rooms to protect the video/audio surveillance system from hackers, unauthorized users and unauthorized use.
- 3.2 Surveillance data and information shall be accessible only to persons specifically designated by the pastor or principal.
- 3.3 Video recordings will be stored for a minimum of 25 school days after the initial recording, after which time they will be erased/overwritten. When surveillance data is erased or overwritten, the date of such activity will be noted on a log
- 3.4 In the event the pastor or principal determines any surveillance data should be maintained beyond 25 days, it will be maintained in its original form along with the date of recording and other information necessary to establish the authenticity of the recording.
- 3.5 To ensure confidentiality, all video storage devices that are not in use will be stored securely in the Rectory vault. All storage devices that have been used will be numbered and dated. Access to the storage devices will be limited to the pastor, principal and authorized security personnel.
- 3.6 Video recordings held by the school as student education records and/or personnel records shall be maintained in accordance with applicable federal and state law and school board policy.
- 3.7 Surveillance data and images may be provided to third parties only in response to a Court Order or Subpoena, to law enforcement personnel. A written log shall be maintained showing the date, time and the name of each person granted access to the surveillance data and the surveillance data examined.
- 3.8 The video surveillance policy will be reviewed and updated every three years, or earlier, as appropriate.

### **4.0 Access to Student Education or Personnel Records Only**

Only requests for review of video recordings that are determined to be a student education record or personnel record will be granted according the following procedures:

- 4.1 All requests to view student education or personnel records must be submitted in writing to the pastor or principal or their designee and the reason for the request must be clearly stated. Requests for viewing student education records will be granted only to the parents/guardians of the student involved and school staff and/or school officials with a direct interest in the student education record as authorized by the pastor, principal, or their designee. Only the specific portion of the recording concerning the specific reason stated in the written request will be made available for viewing if the request is granted. Requests for viewing video recordings that are determined to be personnel records will be granted only to the employee whose records are being requested. Requests for viewing of any recording that is not considered an educational or personnel record will not be granted except as set forth herein.
- 4.2 Requests for viewing may be made to the pastor, principal, or their designee within 6 school days of the date of recording.
- 4.3 Approval or denial of a request for viewing will be made within 1 school day of receipt of the request and will be communicated to the requesting individual by the pastor, principal or their designee either in person, by telephone or written response by email or U.S. Mail.
- 4.4 Recordings will be made available for viewing within 1 school day of the approval of the request.
- 4.5 Actual viewing by 3rd parties such as parents and students will be permitted only at parish office unless otherwise required by law.
- 4.6 All viewing will be made in the presence of the pastor, principal or their designee.
- 4.7 Recordings will remain the property of the parish/school and may be reproduced only in accordance with applicable law and school policy.
- 4.8 A written log shall be maintained showing the date, time and the name of each person granted access to the surveillance data and the surveillance data examined.

## **5.0 Expected Outcomes**

- 5.1 That the personal safety of students, staff and visitors and protection of St. Mary School property is enhanced.
- 5.2 St. Mary parish and St. Mary School employees and service providers are aware of their responsibilities and obligations in performing any duties and functions that are related to the operation of the video surveillance policy. Tampering with equipment is prohibited.

Policy Adopted: January  
Revised: February 18, 2019