

## SURVEILLANCE SYSTEMS

It is the policy of the Western Dubuque Community School District to create and maintain a safe school and work environment. Security cameras are installed within school buildings and buses as well as the exterior of buildings. Security cameras monitor school property, assisting administrators in detecting and deterring unacceptable behavior or activities and otherwise enforcing district rules. Camera systems also provide a historical record to facilitate investigations.

It is recommended that at the beginning of each school year, the Superintendent or a designee provide notification to students, parents, and staff that security cameras are in place and that cameras will monitor and record behavior in and around school building. Staff notification of security cameras should be clearly stated in any employee handbook.

All actions or conversations are subject to being recorded. Employees, students and others found to have tampered with or disabled cameras or systems shall be subject to discipline including termination of employment.

Riding or operating a school bus constitutes consent to the audio and video recording.

Security cameras are used to accomplish three important goals in the Western Dubuque Community School District:

- To enhance the safety of students and staff
- To protect school property against theft or vandalism
- To assist in the identification of intruders and persons endangering the health, well-being or safety of school community members

The district's collection of surveillance recordings enables the district to comply with its responsibilities as set out in Iowa Code Chapter 279, as well as the discharge of duties by its employees.

The district will act in a responsible manner with respect to the notice, access, disclosure, retention, security and disposal of the personal information that is collected, in accordance with Iowa's Open Records Act.

The following principles shall govern the use of surveillance recordings systems in Western Dubuque Community School District:

- Only individuals authorized by the Superintendent in accordance with policy shall have access to video monitors or be permitted to operate controls
- Access will be used to assist and support the investigation of serious incidents. Access will also be used by the Administration or its designee for purposes of regular system checks.
- The Superintendent or a designee will approve the location or relocation of cameras on Western Dubuque Community School District property. Cameras must not be relocated without the express written permission of the Superintendent or a designee.

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- Cameras will be operated continuously. All recorded images are the property of the school district.
- Cameras will monitor common areas and school buses but will not monitor the inside of changing rooms, locker rooms or restrooms.
- In order to ensure continuity of the images and protection of recorded data, the video recorder/server must be stored in a secure location. Web based recording will have restricted access.
- Video surveillance shall not be used for evaluative observations of instructional staff. The district may use video surveillance of students, staff and others to detect or deter criminal offenses that occur in view of the camera. Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to district policies, procedures and work rules.

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Revised: