

# REGULATION-

## Somerset Hills SCHOOL DISTRICT

PROPERTY  
7441/Page 1 of 3  
ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL  
GROUNDS

### 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used on district property and on school grounds.

#### A. Recording and Notice

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

#### B. Pupil Records and Notice

School district personnel will comply with the provisions of applicable law regarding pupil 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 pupil's behavioral record, will be maintained in accordance with established pupil record procedures governing access, review, and release of pupil records.

#### C. Staff Records and Notice

1. 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.
2. The district will provide notice to pupils, parent(s) or legal guardian(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.



# REGULATION-

## Somerset Hills SCHOOL DISTRICT

PROPERTY  
7441/Page 2 of 3  
ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL  
GROUNDS

### D. Storage/Security

1. All recordings will be stored by the Superintendent or designee, and secured to ensure confidentiality.
2. Recordings will be stored for five 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.

### E. Use

1. The determination of the location of surveillance devices shall be made by the Superintendent or designee.
2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

### F. Viewing or Listening

1. Initial viewing or listening to recordings will be done by the Superintendent or designee.
2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the Superintendent or designee.
3. Only the portion of the recording concerning a specific incident will be made available for viewing.
4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
5. All viewing will be in the presence of the Superintendent or designee.
6. A written log will be maintained by the Superintendent or designee of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.



# REGULATION-

## Somerset Hills SCHOOL DISTRICT

PROPERTY  
7441/Page 3 of 3  
ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL  
GROUNDS

7. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district pupil records policy and procedures and district personnel records policy, procedures and applicable labor agreements.
- G. Purchase, Maintenance, Replacement of Equipment/Supplies
1. The Superintendent or designee will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Issued: 1 October 2008

