

# SECURITY CAMERAS

[F44]

## I. PURPOSE

Thetford Academy is committed to maintaining the safety and security of its students, employees, visitors, and Thetford Academy property. The Board of Trustees recognizes that school safety is best implemented through a multi-faceted approach, which may include the use of technological tools such as security cameras. The purpose of this policy is to ensure compliance with applicable federal and state laws and regulations, and to provide guidance for the school administration's development of rules and procedures regarding the use of security cameras.

## II. DEFINITION

### Security Camera:

A security camera is a device that creates images of the environment, people, and events nearby and may store the recorded information in a digital format.

## III. POLICY

It is the policy of Thetford Academy that security cameras may be utilized in and around school buildings, on Academy property, and on school transportation vehicles to ensure the health, welfare, and safety of all students, employees, and visitors to Academy property, and to safeguard Academy facilities and equipment.

## IV. COMPONENTS OF POLICY

1. The Head of School (or his/her designee) shall develop rules and procedures governing the Academy's use of security cameras, including but not limited to protocols for maintaining confidentiality.
2. The use of security cameras shall be in accordance with applicable federal and state laws pertaining to such use.
3. The Academy shall comply with applicable federal and state laws related to maintenance and retention of video recordings.
4. Security cameras shall be used only in locations authorized by the Head of School (or his/her designee). Security cameras shall not be permitted in areas where there is a reasonable expectation of privacy, such as in bathrooms and locker rooms.
5. Video recordings of school-rule violations and/or criminal offenses may be used in

school disciplinary proceedings and/or, where appropriate, released to law-enforcement agencies.

6. The Head of School (or his/her designee) shall ensure that students, parents/guardians, employees, and visitors to the Academy are notified that security cameras may be in use on Academy property. Notification shall occur through means including, but not limited to, appropriate signage on Academy property and the Student and Family Handbook.

ADOPTED: July 12, 2018