

USE OF SECURITY CAMERAS

Policy Statement

1. Security cameras may be installed in situations and places where the security of either property or people would be enhanced.
2. When appropriate, cameras may be placed campus-wide, inside and outside of buildings or vehicles.
 - a. Cameras will be used in a manner consistent with all existing School District policies.
 - b. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law. Generally, an individual has no reasonable expectation of privacy in public places or common areas, including, but not limited to: classrooms, offices, hallways, parking lots, cafeterias, and District owned or leased transportation.
3. The Superintendent will appoint a Security Coordinator who will facilitate activities of the Safety and Security Committee.

Policy Purpose

1. The purpose of this policy is to regulate the use of security cameras.
2. The function of security cameras is to assist in protecting the safety and property of the District community.
3. The primary use of security cameras will be to record images for future identification of individuals involved in criminal activities.

Policy Requirements

1. Only authorized personnel, as determined by this policy and authorized by the Safety and Security Committee, will be involved in, or have access to, security camera data.
 - a. District administrators, Campus administrators and designated officials may have access to Security camera data in their areas of responsibility.
 - b. Law Enforcement Officers, subject to the approval of the Chief of the Tulsa County Sheriff's Office Deputies, will have access to all security camera data.
2. When an incident is suspected to have occurred, designated personnel may review the images from security camera data.
3. All video data to be copied from security camera data to portable media must be authorized through the Security Coordinator.

4. An automated log will be maintained documenting access of authorized users to the data stored in the District's video security system.
5. The installation of new security cameras must be approved in advance by the Safety and Security Committee. The Superintendent may authorize the use of security cameras when he deems the use in the best interest of the District.
 - a. Once approved, new Security cameras, except in limited instances approved by the Superintendent, must connect to the District's centralized Security system which will be maintained by the IT Security administrator in the District's primary and/or backup Data Center.
6. No employee, student, staff, administrator, media or member of the public is allowed to install or conceal camera devices in or around District property.
7. Any person acting to remove, alter, bypass, disconnect, or otherwise affect the operation of any camera or monitor installed in, or, around District property or vehicles without the express prior approval of the Security Coordinator or Superintendent will be subject to disciplinary or other adverse action including but not limited to removal from District property and prosecution.

Related Policy Information

1. Security cameras will not record or monitor sound.
2. Recorded security camera data must be retained for a period of at least 14 days unless retained as part of a criminal or civil investigation, court procedure, or other bona fide use.
3. Security camera data is not considered to be Directory Information and may be subject to confidentiality restrictions, including but not limited to FERPA requirements.
 - a. Requests to release information obtained through Security cameras must be submitted to the Security Coordinator and approved prior to release.

Exclusions

1. Cameras installed or utilized for criminal and civil investigations are subject to appropriate Oklahoma and Federal laws and are excluded from this policy.
2. Cameras used for instructional purposes are excluded from this policy.
3. Cameras used for internal personnel investigations are excluded from this policy.

Definitions

Certain terms used in this policy shall have the following meanings:

“*Security Camera*” shall mean any item, system, camera, technology device, communications device, or process, used alone or in conjunction with a network, for the purpose of gathering, monitoring, recording or storing an image or images of District facilities and/or people in the District facilities. Such devices may include, but are not limited to: analog and digital Security cameras, closed circuit television, web cameras, and computerized visual monitoring.

“*Security camera data*” shall mean images captured by Security cameras, which may be real-time or preserved for review at a later date.

“*Safety and Security Committee*” shall mean a group comprised of administrative-level staff members appointed for purposes of developing and overseeing policies for the use of security cameras within the District. Delegates include the Security Coordinator, a District Law Enforcement representative, the District’s Emergency Operations Coordinator, a representative of Campus Directors, IT Director and the Chief Operations Officer. The representative of Campus Directors may change annually.

“*Centralized Security System*” shall mean core infrastructure maintained by IT for purposes of storing and retrieving images from all Security cameras deployed across the District. Infrastructure could include storage resources, such as disk drive arrays, as well as dedicated servers. Servers could perform activities such as storing images for later retrieval, retrieving images for investigation purposes, and maintaining logs of all access to stored Security camera data.

Responsibilities

Security Coordinator

- Chairs the Safety and Security Committee
- Reviews requests for installation and/or placement of security cameras, makes a recommendation on the requests, and forwards the requests to the Safety and Security Committee.
- Provides a copy of this policy to camera operators and supervisors involved in Security monitoring and recording.

Safety and Security Committee

- Reviews all requests for installation and/or placement of Security cameras
- Reviews recommendations on infrastructure for campus-wide Security cameras
- Recommends budget for implementing and maintaining the district-wide Security camera infrastructure
- Publishes and maintains the District’s technical standards for Security cameras

IT

- Maintains infrastructure for the District's main security camera infrastructure, including storage space, server systems, and backup resources (as appropriate)
- Makes recommendations to the Safety and Security Committee regarding technical specifications and requirements for Security cameras