

iLEAD SCHOOLS SECURITY CAMERA USAGE

I. PURPOSE

iLEAD Schools is proposing the installation of security cameras throughout their school campuses, offices and learning centers for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure learning environment for all learners and staff, to ensure public safety for community members who visit or use iLEAD property, and to diminish the potential for personal and school loss or destruction of property.

II. GENERAL PROTOCOLS

Signage and Notification:

Signage will be posted at iLEAD buildings that notify learners, parents, staff and the general public of iLEAD's use of security cameras. Learners, parents and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools and on school grounds. Such notification will include, but not be limited to, employee handbook and family guidebooks.

Camera Placement:

The security camera system will be installed in public areas only. These areas include, but are not limited to, grounds, exterior entrances or exits to the site's buildings and large gathering spaces such as corridors, cafeteria, lobby and/or main entries.

Security cameras will not be used where there is a reasonable expectation of privacy, including but not limited to restrooms, changing rooms, private offices, or nurse's offices.

Viewing:

There will be no monitoring of live recordings during school hours, except in the case of a suspected emergency or safety concern. Reviewing the recordings will occur only when a suspected incident is committed inside or outside the building (e.g. vandalism, graffiti, etc.).

Viewing the data is to be performed by authorized personnel that have been expressly designated by the Site Director, IT Director or member of Executive Board.

A log book shall include the following details: the persons viewing the data, what event triggered the viewing, and the date/time viewed and be maintained by the IT Department/Alarm Team and made available to the Site Directors and members of the Executive Board.

No sound is to be monitored or recorded in connection with the video surveillance system.

Surveillance system misuse shall be addressed on a case-by-case basis by the Site Director and/or Executive Board.

Limited Access to Recordings:

Any video recordings used for security purposes in school buildings or grounds are the sole property of iLEAD Schools.

Release of such videos will be made only as permissible pursuant to applicable laws and with the permission of the Site Director or his/her designee.

Access to video recordings from security camera shall be limited to school administrators (IT Director/designee, Site Director/designee). Law enforcement officials (Chief of Police/designee) shall be granted access to video recordings after giving prior notice to the Site Director/designee.

Data Storage:

All video recordings and logs are stored in a secure location to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations.

Recordings will be saved for no more than thirty (30) days and automatically deleted, unless being used in an ongoing investigation.