



iLEAD Lancaster Charter School

Security Camera Usage Policy

Board Approved: February 9, 2023

I. PURPOSE

iLEAD Lancaster Charter School may install video security cameras throughout the school campus 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 our iLEAD Lancaster facility, and to diminish the potential for personal and school loss or destruction of property. The use of security cameras can deter school violence and property crime, and provide schools with needed information when incidents do occur.

II. GENERAL PROTOCOLS

Signage and Notification:

Signage will be posted at iLEAD Lancaster buildings that notifies learners, parents, staff and the general public of iLEAD Lancaster use of security cameras, e.g. stating that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time.

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 hallways, corridors, cafeteria, lobby, playgrounds, 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:

Active monitoring of live recordings during school hours may occur only by authorized individuals, for example in the case of a suspected emergency, potential violation of law or school policy, or safety concern. Reviewing of recordings will occur only when a potential incident occurs inside or outside the building (e.g. vandalism, graffiti, theft, fighting, etc.).

Viewing of video surveillance footage is to be performed by authorized individuals that have the permission of the Site Director(s). 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 Directors and/or iLEAD Lancaster's Board.

Limited Access to Recordings:

Any video recordings used for security purposes in school buildings or grounds pursuant to this policy are the sole property of iLEAD Lancaster Charter School. Such video may be deleted or recorded over as necessary, and release of such videos will be made only as permissible pursuant to applicable laws and with the permission of the Site Directors or his/her designee. Law enforcement officials (Chief of Police/designee) may be granted access to video recordings by the Site Director/designee as required and/or permitted by law. Video recordings may also be shared as necessary if knowledge of the information is necessary to protect the health or safety of a student or other person.

Data Storage:

All video recordings and logs that are retained are stored in a secure location. Recordings will be saved for no more than thirty (30) days and automatically deleted, unless being used in an ongoing investigation or for another purpose as determined by the Site Director/designee.