

## **Operational Services**

### **Safety**

#### **Video Surveillance Policy**

Charleston Community Unit School District No. 1 may employ the use of video surveillance cameras in school district buildings or on school district property (including buses) as deemed necessary by district personnel. These cameras shall be used for the following purposes:

1. To better provide for the safety, health, and welfare of students, staff, and visitors; and
2. For the detection, reduction, and/or prevention of occurrences of vandalism or theft.

### **Placement**

1. Video surveillance cameras shall be placed in such a way as to observe areas that may pose a safety and/or security risk.
2. Video surveillance cameras shall be installed only in public areas where there is no reasonable expectation of privacy.
3. Video surveillance cameras shall not be directed toward neighboring private property.

### **Operation**

1. Video surveillance cameras shall monitor and/or record only video images. In accordance with federal and/or state eavesdropping laws, audio shall not be monitored and/or recorded by video surveillance cameras except on school buses.
2. Video surveillance cameras may or may not be in continuous operation.
3. Video surveillance cameras may or may not be monitored in real-time by school personnel.
4. Mechanical failure notwithstanding, images from video surveillance cameras shall be recorded. These recordings shall be secured by authorized school personnel and maintained for a minimum of one (1) week.

### **Protection of Information**

1. The content of video surveillance recordings shall be reviewed by authorized school personnel on a random basis and/or when violations of state/federal law, district policy or school rules have been brought to the attention of the administration.
2. Video surveillance recordings displaying violations of state/federal law, district policy, or school rules may be used in disciplinary proceedings.

3. If the content of a video surveillance recording is used in a disciplinary proceeding, it shall be treated the same as other evidence.

The content of video surveillance recordings are subject to district policies and procedures concerning records. Such recordings shall at all times comply with the Freedom of Information Act and the Protection of Privacy Act guidelines for the collection and use of information.

4. Individuals identified on video recordings, who are subject to disciplinary action by the school district, may request to view said recordings by submitting a written request to the administration. The viewing of the recordings shall be limited to those individuals (and parents or legal guardians in the case of juveniles). Additionally, only the portions of the recordings where the individuals in question are observed may be viewed.

### **Public Awareness**

1. All Charleston Community Unit School District No. 1 buildings and grounds employing the use of video surveillance cameras shall post notification of their use at points of public access. Additional notification may be posted at other points deemed reasonable and necessary by school district personnel.
2. The school district shall include information regarding the use of video surveillance cameras in the Student-Parent Handbook.
3. Copies of this policy shall be posted in all district buildings for the benefit of district employees.

LEGAL REF.: 105 ILCS 10/1 *et seq.*  
20 UCS 1232(g)  
720 ILCS 5/26-4

CROSS REF.: 7:340 (Student Records)

ADOPTED: September 16, 2009