



# Use of Security Cameras and Surveillance in BISK

## Best Practices

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## Recommendations

1. BISK should establish a formal Board Policy regarding the use of recording and surveillance devices on BISK property to ensure the health, and safety of all staff, students and visitors to BISK.
2. BISK administrators and staff should be aware of privacy limitations regarding the use of such equipment and seek the advice of counsel whenever questions arise.
3. BISK should post surveillance signage at all campus and facility entrances disclosing the use of surveillance equipment on the premises.

4. BISK should also notify staff and students through newsletters and staff handbooks of the on-premises surveillance program.
5. Once an event takes place or a request has been made for a recording, take steps to immediately preserve the recording and isolate it from any routine deletion process until a disclosure determination is made and be sure to keep a disclosure copy for future reference.

## Policy for Use of Security Cameras and Video Surveillance

As a component of school safety and risk management, BISK should have a clearly established policy on the use of security cameras and video and audio surveillance on school property. The policy should effectively address privacy issues and provide fair disclosure to students, staff and visitors that on-campus surveillance measures are in place. The policy, at a minimum, should:

- **Authorize** the use of video camera surveillance on BISK to monitor the health, welfare, and safety of all staff, students and visitors to school property, and to safeguard school facilities and equipment. Video cameras may be placed in locations as deemed appropriate by the appropriate designated school administrators.
- **Notify** staff and students through student/parent and staff handbooks and signage that on campus video and audio surveillance may occur on school property and on vehicles used for school-provided transportation.
- **Notify** students or staff in violation of Board policies, administrative regulations, building rules, or law that images, video and audio captured through surveillance may be used as evidence that may subject them to appropriate disciplinary and legal action, including, but not limited to, disclosure to law enforcement.
- **State that** video recordings may become a part of a student's educational record or a staff member's personnel record.

The **BISK policy** should include reasonable procedures intended to preserve data related to a known incident which involves injury to students, staff or members of the public or property, or which involves any potential violation of the law, procedures, or rules of conduct. For example, in the event of any accident involving injury to persons or loss of property, a copy the video surveillance recording should be placed in any accident report files maintained pursuant to BISK's policy regarding the preparation of school accident reports.

**TABLE 1- Appropriate Locations for Camera Placement**

**Likely, Acceptable Security Camera Placement**

<b>Location</b>	<b>Functional Reason</b>	<b>Potential Use as Evidence</b>	<b>Costs/Risks</b>
Main entrance/public administrative office areas	Records all visitors' entry and exit	Recordkeeping; security	Initial installation; maintenance; monitoring
All building exits	Records all exits from buildings; reduces truancy	Recordkeeping; explains inconsistencies with main office entry/exit balance	Initial installation; maintenance; monitoring
Near lockers, trophy cases, bookcases, storage areas	Records locker use; records activity near personal property; reduces theft	Recordkeeping; security	Initial installation; maintenance; monitoring
On buses	Records activity during rides; records passenger entry and exit; reduces unruly behavior	Recordkeeping; records vehicle accidents	Initial installation; maintenance; monitoring
Parking lots	Records suspicious activity; reduces thefts	Records accidents; security; recordkeeping	Initial installation; maintenance; monitoring
Playgrounds, athletic fields, and cafeterias	Reduces unruly behavior; records accidents	Records accidents; security; recordkeeping	Initial installation; maintenance; monitoring

**Less Common, but Acceptable Security Camera Placement**

<b>Location</b>	<b>Functional Reason</b>	<b>Potential Use as Evidence</b>	<b>Costs/Risks</b>
Hallways	Records all student movements; reduces unruly behavior	Recordkeeping; security	Initial installation; maintenance; monitoring; privacy concerns

Classrooms	Records classroom activities; reduces abuse and molestation claims	Recordkeeping; security	Initial installation; maintenance; monitoring; privacy concerns; collective bargaining agreements
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**TABLE 1 (CONT) – Appropriate Locations for Camera Placement**

**Unlikely, Unacceptable Security Camera Placement**

Location	Functional Reason	Potential Use as Evidence	Costs/Risks
Restrooms	Records all visitors' entry and exit	Recordkeeping; security	Initial installation; maintenance; monitoring; <u>extreme privacy concerns</u>
Athletic locker rooms or other rooms wherein clothes may be changed	Records all exits from buildings; reduces truancy	Recordkeeping; explains inconsistencies with main office entry/exit balance	Initial installation; maintenance; monitoring; <u>extreme privacy concerns</u>
Staff Offices	Records Office Activity	Recordkeeping; security	Initial installation; maintenance; monitoring; <u>extreme privacy concerns</u> ; collective bargaining agreements

# SURVEILLANCE DISCLOSURES

As discussed above, in order to prevent a person from raising the defense of some general expectation of privacy on the school campus, it is also an important practice to post signage at all school entrance locations disclosing the existence of surveillance on campus.

## VIDEO SURVEILLANCE ON CAMPUS

School buildings and grounds are equipped with electronic surveillance for the safety of students, staff and visitors. Your actions may be recorded and preserved.

In addition, it is recommended that BISK notify staff and students through student/parent and staff handbooks that video/audio surveillance may occur on campus and throughout school property and that such recordings could be used as evidence against students, staff or visitors in an appropriate disciplinary action or for referral to law enforcement agencies.

IP Cameras:



**ACTi:**  
Username: admin (or Admin)  
Password: 123456  
IP: 192.168.0.100



**AMERICAN DYNAMICS:**  
Username: admin  
Password: admin or 9999  
IP: 192.168.1.168



**AVIGILION:**  
Username: admin, Administrator  
Password: admin, 999, <blank>  
IP: no default/DHCP



**AXIS\*:**  
Username: root  
Password: pass  
IP: 192.168.0.90



**BASLER:**  
Username: admin  
Password: admin  
IP: 192.168.100.x



**BRICKCOM:**  
Username: admin  
Password: admin  
IP: 192.168.1.1



**CANON:**  
Username: root  
Password: cameramodel#  
IP: 192.168.100.1



**CISCO:**  
Username: admin  
Password: admin  
IP: 192.168.1.99

# ACCESS TO SURVEILLANCE RECORDINGS

## EMPLOYEE ACCESS

Typically, school surveillance equipment is maintained by IT department personnel. Password protected access to the information should initially be limited to specific school staff, including IT, security personnel, school resources officers (SRO's), safety/risk managers and top administrators. The data should not be generally available to all staff and certainly not to the public through web sites. Upon knowledge of an event, authorized staff shall direct access to and preserve all data in a "hold" status.

BISK should distribute, collect, and maintain "Video Surveillance Use Guidelines for Employees" for all employees involved in the video surveillance process.

BISK personnel who have been provided with access the BISK video recordings, including principals, and any other BISK administrators and technical personnel pertinent to the implementation of the video surveillance procedures should sign the "Video Surveillance Use Guidelines for Employees."