



# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 4-160

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## OPERATIONAL SERVICES

### SECURITY AND SAFETY

The Board of Education recognizes the importance of providing for the security and safety of its students and employees. The Board directs the Superintendent to develop and maintain a secure and safe program, complying with all state safety requirements for school buildings and grounds, including the Health and Safety requirements of *The School Code of Illinois*, Illinois State Board of Education rules, and the Toxic Substances Disclosure to Employees Act.

#### **Video Surveillance Review and Monitoring**

For purposes of this policy, “district property” is defined as school buildings, parking lots, and grounds, as well as vehicles used for school and school-related activities.

The Board of Education authorizes the use of video surveillance cameras and monitors on district property to promote the health, safety, and welfare of all students, staff, and visitors; and to safeguard district facilities and equipment. Specifically, the purposes of video surveillance include:

- Taking proactive measures to enhance and sustain school safety and security to create a positive learning environment.
- Providing a deterrent to individuals who may be less likely to commit acts of violence, vandalism, or other harm knowing that their actions could be observed and recorded.
- Establishing evidence and documentation of a crime or violation of a school rule.

Audio monitoring and recording will not be used, except where needed for two-way communication or as otherwise authorized by the Superintendent.

The district shall notify students, staff, and parents through the calendar-handbook and appropriate signage, or other means of notice determined appropriate by the Superintendent, that video surveillance may occur on district property.

Live video monitoring by authorized district staff members may be used to promote the safety and security of the campuses. Video recordings are only reviewed when credible concerns are brought to the attention of the administration indicating that an accident or a violation of the law or school rules may have occurred on school property. Recorded data will be saved for a maximum of 365 days, except that video recordings used for school or police investigations may continue to be retained as needed and as required by law. Authorized police officials may view live or recorded video surveillance as provided for in the district's Reciprocal Reporting and Digital Image Access Agreement.

Video cameras may be used in locations as deemed appropriate by the superintendent. Video cameras will be used in areas of district property where individuals have no reasonable expectation of privacy, including hallways, cafeterias, gymnasiums, parking lots, exits and entrances, buses, and other common areas. Video cameras will not be used in washrooms, locker rooms, changing areas, or showers.

The content of video recordings may become a part of a student's educational record and may be produced as evidence in student discipline proceedings, subject to district policy and procedure concerning student records. The district shall comply with all applicable state and federal laws related to student record maintenance and retention, including the Family Educational Rights and Privacy Act and the Illinois School Student Records Act.

**Legal Reference: 105 ILCS 5/2-3.12;**

**105 ILCS 128/**

**105 ILCS 135/1 et seq.**

**820 ILCS 255/1 et seq.**

**Adopted: 4/18/94**

**Revised: 8/24/98**

**Revised: 4/17/2006**

**Revised: 8/29/2006**

**Revised: 12/12/11**

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