

## USE OF SURVEILLANCE CAMERAS AT MSA2

The board recognizes the value of video cameras at MSA2 in protecting the health, safety, and welfare of its students and staff and in protecting the community's investment in MSA2's owned or leased property and facilities. Upon carefully weighing the privacy rights of students and staff against MSA2's duty to provide a safe, secure, and orderly learning and work environment, the board has determined to authorize the use of video cameras at MSA2 in school buildings and upon school grounds pursuant to the following regulations:

### **Video Monitoring System:**

1. Video cameras may be installed in any public area within a school building and/or upon school grounds, including but not limited to classrooms, hallways, cafeterias, libraries, computer labs, parking lots, auditoriums, break rooms, weight rooms, and gymnasiums.
2. Video cameras may not be installed in any area in which individuals possess a reasonable expectation of privacy, such as restrooms, locker rooms or private offices.
3. The precise location of video cameras shall be determined by the MSA2 principal with the assistance and approval of the Chief Executive Officer. Input from staff members may be sought to determine the most beneficial locations for video cameras.
4. Under no circumstances shall MSA2's video cameras be equipped to record audio data.
5. The contents of video recordings captured by video cameras may be used as evidence in a student disciplinary matter, to investigate and follow up with any potential staff misconduct, and/or to provide evidence of any unlawful activity on school grounds.
6. Absent a reported incident, recordings will be erased after 30 days.
7. Video recordings shall be kept in a secure location to which only the Principal shall have sole access.

### **Treatment of Recordings**

Recordings of incidents captured by video cameras located on school property shall constitute a part of a student's education record or a staff member's personnel record, as the case may be, subject to relevant board policies and administrative regulations, including applicable record retention policies. Upon the report of an incident or possible incident, only those persons with a legitimate educational purpose shall be permitted to view the recordings. In most instances, those persons will be the Chief Executive Officer, MSA2 principal, authorized MSA2 site administration members, and MPS area education agency staff members.

The principal shall keep a written log of all persons viewing the recordings stating the time, name of individual viewing the recording, date the recording was viewed, and the reason the recording was viewed. If the content of the recording becomes the subject of a student disciplinary proceeding or personnel proceeding, it may be treated like other evidence in that proceeding.

Parents may request to view recordings of their children only in the event the recordings are used in disciplinary proceedings involving their children, and such requests must be made in writing by the parent and submitted to the principal who will share this request with the Chief Executive Officer. Staff members may similarly request to view any recording used in the investigation and follow up of any potential misconduct by the staff member, and such requests must also be made in writing by the staff member and submitted to the appropriate site principal who will share this

request with the Chief Executive Officer. Any such request shall be processed by the Magnolia Public Schools Central Office in accordance with applicable state and federal laws and regulations. If the request by the parent or staff member to view such footage is granted, such viewing must occur in the presence of the Chief Executive Officer or his/her designee. Under no circumstances will the Magnolia Public Schools' video recording be duplicated and/or removed from MSA2's premises unless in accordance with a court order and/or subpoena.

### **Notification**

The Magnolia Public Schools Central Office shall annually provide the following notice to students and parents of MSA2:

The Magnolia Public Schools Board of Directors has authorized the use of video cameras in MSA2's buildings and on school property, including in classrooms. The video cameras will be used to monitor student behavior in order to maintain a safe, secure, and healthy environment for students and staff. Students and parents are hereby notified that the content of video recordings may be used in a student disciplinary proceeding. The content of the video recordings may be a confidential student record and, if so, will be retained with other student records. Video recordings will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the administration. Parents may request to view recordings of their children only in the event the recordings are used in disciplinary proceedings involving their children. Any such request shall be processed by the Magnolia Public Schools Central Office in accordance with applicable law.

The Magnolia Public Schools Central Office will annually provide the following notice to employees:

The Magnolia Public Schools Board of Directors has authorized the use of video cameras in MSA2's buildings and on school property. The video cameras will be used to monitor student and employee behavior to maintain a safe, secure, and healthy environment for students and staff. Employees are hereby notified that the content of the video recordings may be used in an employee disciplinary proceeding. The content of the video recordings may be confidential records and, if so, will be retained in the employee's personnel file. Video recordings will only be retained if necessary for use in an employee disciplinary proceeding or other matter as determined necessary by the administration. Employees may request to view video recordings if the video recordings are placed in the employee's personnel file. Any such request shall be processed by the Magnolia Public Schools Central Office in accordance with applicable law.

The Magnolia Public Schools Central Office shall also include a general notice regarding the use of video cameras in its personnel manual for MSA2 employees. MSA2 shall post written notices in conspicuous locations in areas where video cameras are in operation.

### **Tampering**

Students and employees are prohibited from tampering with the MSA2's video cameras. Students and employees found in violation of this policy will be disciplined in accordance with MPS policies and may be required to reimburse MSA2 for any repairs or replacement necessary as a result of the tampering. In the administration's discretion, matters involving tampering with a MSA2 video camera may be turned over to law enforcement.

**Additional Required Approvals**

This MPS board approval for MSA2 does not give consent for MSA2 to install the video surveillance cameras until MSA2 receives prior consent from their authorizer, LACOE, as well as from the owners of their property, LAUSD.