

Regulation

SECURITY AND SURVEILLANCE

Security

A. Building security

1. Entrances to school buildings shall be kept locked when the school is in session;
2. Public entrances shall be equipped with a doorbell and visitors shall be admitted to the office and required to sign into the building at the main office according to Board Policy #1250 (Visitors).

B. Keys to school buildings and facilities

1. Staff members and school officials will be provided with keys as follows:
 - a. Teaching staff members and support staff members will be provided with keys to the specific classrooms or storage facilities to which they require access for the performance of their professional duties;
 - b. The building principal and Head of Building & Grounds, and his or her designee(s) will be provided with keys to the school building and master keys to all offices, classrooms, and storage facilities in the building;
 - c. Other administrators assigned to the school building will be provided with keys to the school building and to the offices to which they require access for the performance of their professional duties;
 - d. The superintendent and Head of Building & Grounds shall maintain a set of all master keys.
2. Distributing or duplicating district keys to any person not authorized to possess the key is prohibited and keys distributed to employees of the district shall be so marked;
3. Possession and/or use of a key to school premises by a district employee not expressly authorized to possess such a key is an infraction of rules subject to discipline.
4. The loss of a key to any school building, facility, office, classroom, or storage place must be immediately reported to the building principal or the Business Administrator. The staff member who loses a key will be responsible for the cost of the replacement of the key or, if necessary, the lock.

C. Staff member responsibilities

1. The school district shall not be liable for personal property misplaced, damaged, lost or stolen while at school;
2. Secure storage shall be provided for valuable equipment, personally owned or school furnished that is required for school or job responsibilities (i.e. musical instruments, laptops, etc.) All such belongings shall be kept in the designated secure location when not in use;
3. Teaching staff members shall be responsible for:
 - a. Closing classroom windows and shutting and locking classroom doors when leaving at the end of the school day;
 - b. Shutting and locking classroom doors during the school day when the room is empty;
 - c. Reporting immediately to the principal any evidence of tampering, vandalism or theft;
4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked;

ELECTRONIC SURVEILLANCE (regulation continued)

5. Office personnel shall take all reasonable precautions to ensure the security of records and documents against unauthorized access, deterioration, and destruction. The following shall be stored in a securely locked location daily:
 - a. Petty cash funds and records;
 - b. Board minutes (for closed and open session);
 - c. Financial records and books of account (see policy 3570 Records and Reports);
 - d. Pupil records (see board policy 5125 Student Records);
 - e. Personnel records (see board policy 4112.6/4212.6 Personnel Records);

D. Summoning the police

The Oradell Police Department will be summoned promptly whenever evidence is discovered that indicates:

1. A crime has been committed on school premises or on a school bus;
2. A break and entry has occurred on school premises;
3. There is threat to the safety or welfare of any person while on school grounds, a school bus or at a school activity;
4. A dangerous weapon is sighted on school premises or there is reasonable suspicion that a person in possession of a weapon is on or intends to enter school property, a school bus or a school activity; or
5. A disturbance of the peace has occurred on school premises.
 - a. Any call to law enforcement shall be reported to the superintendent as soon as possible and include the reason for the call and a description of the incident;
 - b. Any incident requiring the notification of law enforcement shall be documented in writing including the time and date of the incident, the name of the person reporting the incident, names of who were involved; the name of the officer responding to the incident, a description of the incident and the outcome.

Surveillance

The superintendent shall determine the placement and location of surveillance devices.

Recording and Notice

- A. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices;
- B. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings and on school grounds;
- C. Notice regarding the use of surveillance devices will be posted in school buildings where the devices may be used.

Student and Staff Records and Notice

- A. School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Education and Privacy Act and the Individual with Disabilities Education Improvement Act. Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records (see Board Policy # 5125 Student Records).
- B. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records (see Board Policy # 4112.6/4212.6 Personnel Records).

ELECTRONIC SURVEILLANCE (regulation continued)

- C. The district will provide notice to students, parent(s) or legal guardian(s), and school staff members that surveillance devices may be used in school buildings, on school grounds and on school buses.

Storage/Security

All recordings will be stored by the superintendent or his or her designee, and secured to ensure confidentiality. Recordings will be stored for Thirty (30) calendar days after initial recording, whereupon such recordings will be erased or discarded, unless there is a legitimate reason for retaining such recording for review.

Viewing or Listening

- A. Only the superintendent, business administrator and the building principal shall review/audit newly recorded surveillance footage;
- B. The superintendent shall approve all requests to view/audit surveillance content. Authorization shall be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings;
- C. Only the portion of the recording concerning a specific incident will be made available;
- D. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
- E. Access to surveillance recording shall be directly supervised and reviewed in the presence of the building principal and/or the superintendent;
- F. Video recordings shall remain the property of the district and may be reproduced only in accordance with law, including district student records policy and procedures (5125) and district personnel records policy, procedures (4112.6/4212.6) and applicable labor agreements.
- G. A Memorandum of Understanding with Law Enforcement regarding access and use of Live Streaming video shall be reviewed and signed on an annual basis.

Purchase, Maintenance, Replacement of Equipment/Supplies

The building principal shall be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

School Furnished Electronic Devices

The district may furnish visitors, students, or staff members electronic devices such as laptop computers, tablets, notebooks, cellular telephones, or other electronic devices. When a visitor, student, or staff members are furnished with an electronic device the district shall provide the user with written or electronic notification that the electronic device may record or collect information on the user's activity or the use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the user's activity or use of the device. The notification shall also include a statement that the district shall not use any of the capabilities in a manner that would violate the privacy rights of the user or any individual residing with the user. The parent or guardian of the student furnished an

ELECTRONIC SURVEILLANCE (regulation continued)

electronic device shall acknowledge receipt of the notification. The district shall retain the acknowledgement as long as the student retains the use of the electronic device.

Adopted: January 3, 2018

Revised: May 8, 2019

Readopted: May 8, 2019