



Long Valley Charter School

A Non-Profit Public Benefit Corporation

Video Surveillance System Policy

Approved by: LVCS Board of Directors

Adopted: 5/11/2023

Policy #: 5014

The Board of Directors of Long Valley Charter School (“LVCS” or “Charter School”), a California nonprofit public benefit corporation operating two individual public charter schools, adopts this Policy.

PURPOSE:

The Long Valley Charter School Governing Board authorizes the use of video cameras for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for visitors to our campuses, and to diminish the potential for personal and organizational loss or destruction of property.

PROCEDURES:

Signage and Notification:

Signage will be posted at school buildings that notify students, parents, staff and the general public of the use of security cameras. Students, parent, and staff will receive additional notification at the beginning of the school year regarding the use of security. Such notification will include, but not be limited to staff and student handbooks.

Camera Placement:

The security camera system is installed in public areas only. These areas include, but are not limited to grounds, exterior entrances or exits to building and property, and large gathering spaces such as cafeteria and lobby. Security cameras will not be used where there is a reasonable expectation of privacy. The Executive Director/ Superintendent will approve the placement.

Viewing:

There will be no monitoring of live recordings, except in the case of a suspected emergency or safety concern. Viewing of recordings is to be performed by authorized personnel that have been expressly designated by the Executive Director/ Superintendent.

No sound is to be monitored or recorded in connection with the video surveillance system.

Student / Personnel Records:

To the extent that any image from the surveillance system creates a student or personnel record, the Executive Director/ Superintendent shall ensure the images that are accessed, retained, and disclosed are in accordance with applicable laws and Board policy.

Release/ Use of Recordings

Release of any recordings will be made only by the Executive Director/ Superintendent as permissible pursuant to applicable laws. Consultation with legal counsel is necessary prior to the release to ensure FERPA requirements are satisfied.

If there is a violation of school policies, rules, or law, information captured through surveillance be used as evidence that may subject them to appropriate disciplinary and legal actions.

Data Storage:

Video recordings are stored in secure, password protected servers to avoid tampering and ensuring confidentiality in accordance with applicable laws and regulations.

Recordings will be saved for no less than thirty (30) days.