

VIDEO SURVEILLANCE

The Newtown Board of Education (the “Board”) authorizes the use of video surveillance in and around the school buildings and property of the Newtown Public Schools (the “District”) for purposes of safety and security and in accordance with applicable law. District video surveillance cameras will only be utilized in public areas where there is no “reasonable expectation of privacy.” Audio recordings shall not be utilized by District employees in conjunction with video surveillance without the express permission of the Superintendent or designee.

To further the Board’s objective, the District Security and Safety Committee (DSSC) shall meet as appropriate and/or deemed necessary to develop, implement and review District and building level security and safety practices, emergency operations plans, and emergency response procedures. The DSSC shall also make recommendations to the Superintendent regarding the implementation and use of video surveillance cameras as authorized by the Board. The Superintendent shall retain final decision-making authority regarding the recommendations of the DSSC concerning video surveillance and shall notify the Board as to the procedures to be implemented with regard to the use of video surveillance by the District.

In determining the most appropriate use and implementation of video surveillance in the schools, on school buses, and/or on school grounds, the DSSC’s recommendation will be guided by, at a minimum, the following considerations:

- Demonstrated need for the device at designated locations;
- Appropriateness and effectiveness of proposed protocol;
- The use of additional, less intrusive, means to further address the issue of school safety (e.g. restricted access to buildings, use of pass cards or identification badges, increased lighting, alarms);
- Expense involved installing and maintaining the use of surveillance cameras at designated locations, including school buses and/or on school grounds.
- The possibility of linking “live” the video surveillance system with local law enforcement monitoring.

Any video recording used for surveillance purposes in school buildings, on school buses, and/or on school property, shall be the sole property of the District. The Superintendent or designee will be the custodian of such recordings (“Custodian of Recordings”); the Superintendent may designate a different Custodian of Recordings for individual school buildings. All recordings will be maintained for a minimum of 30 calendar days; recordings will be recycled after the minimum retention period has concluded.

If it is necessary maintain a video surveillance recording for longer than the retention period identified in this policy, the Custodian of Recordings shall ensure that said recording is

securely and accurately downloaded and maintained, in accordance with applicable law and Board policies and procedures.

Requests for viewing a video surveillance recording must be made in writing to the Custodian of Recordings and, if the request is granted, such viewing must occur in the presence of the Custodian of Recordings. Any viewing or copying of video surveillance recordings shall be in accordance with applicable federal and state law and guidance, including but not limited to the Family Educational Rights and Privacy Act (“FERPA”), and Board policies and administrative regulations.

Notification to students, Board employees and members of the public concerning video surveillance shall be in accordance with applicable law.

Video Cameras on School Transportation

1. Video surveillance cameras may be installed on school buses operated by the Board or its transportation contractor. The operation of the cameras must be the type initiated by the ignition switch and not controlled in any way by the vehicle driver. All video surveillance recordings are the property of the Board but will remain in the custody of the transportation provider, unless otherwise determined by the Custodian of Recordings.
2. The maintenance, retention and viewing of school bus video surveillance shall be the same as for other video surveillance within the District and consistent with this policy and administrative regulations.

The Board authorizes the Superintendent or designee to develop administrative regulations to implement this policy.

(cf. 4112.6/4212.6 – Personnel
Records)

(cf. 4118.5/4218.5 – Acceptable Use of
Computer Systems and Electronic
Communications)

(cf. 5125 – Student Records)

(cf. 5131.1 – Bus
Conduct) (cf. 5131.5 –
Vandalism)

(cf. 5145.12 – Search and Seizure)

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. §
1232g.

Connecticut General Statutes

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education.

Policy adopted: November 1, 2016
Revised: October 6, 2026

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING VIDEO SURVEILLANCE IN
SCHOOL BUILDINGS, CAMPUSES, AND BUSES VIDEO SURVEILLANCE
SYSTEM OPERATION**

1. The Newtown Public Schools (the “District”) may use video surveillance: (i) to monitor and protect District property; (ii) for purposes of safety and security of students, staff, and visitors, including but not limited to as relating to student and staff conduct; and (iii) in response to specific inquiries and proceedings relating to law enforcement.
2. Video surveillance cameras will be used in school buildings, on school grounds, and on school buses as recommended by the District Security and Safety Committee (DSSC) and approved by the Superintendent. The District will notify students, staff, and the public that video surveillance is in operation, as may be required by applicable law.
3. Video recording equipment will be installed prominently. Equipment shall not be installed in a manner that allows monitoring of areas where students, employees and public have a reasonable expectation of privacy, such as locker rooms, and adult and student restrooms. Video recording equipment may be in operation 24 hours per day, and monitored “live” by local law enforcement personnel, in accordance with an agreement between the District and local law enforcement.
4. The Superintendent designates the District’s Director of Security as the districtwide Custodian of Recordings; the Superintendent may designate a Custodian of Recordings for individual school buildings within the District, if appropriate. The District Custodian of Recordings will retain administrative oversight of the District’s surveillance camera program and work collaboratively with (i) building principals with respect to the use of video surveillance at individual school buildings; and (ii) the Transportation Supervisor with respect to the use of video surveillance on school buses.
5. Video recordings should only be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to: incidents of vandalism and/or property damage, theft, trespassing, assault, illicit drugs, personal injury, or student conduct that may violate a school rule or Newtown Board of Education (“Board”) policy, etc.
6. Building Administrators, School Security Personnel, and School Resource Officers assigned to the video surveillance system will be required to review and apply these administrative regulations in performing their duties and functions related to operation of the system. All staff and students shall be made aware of the Board’s video surveillance policy. The administrative regulations shall be incorporated into

training and orientation programs for staff. It shall be the responsibility of the Superintendent or designee to review and update these administrative regulations periodically.

7. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action and/or police involvement for such conduct. Disciplinary action shall be consistent with Board policies.
8. The District shall provide reasonable safeguards including, but not limited to, password protection, well-managed firewalls and controlled physical access to protect the surveillance system from unauthorized access.
9. Video surveillance monitors shall be located in administrative offices and/or at security work stations within the schools. Local law enforcement personnel shall also have the ability to monitor the system “live.”
10. Video surveillance equipment will be used in accordance with all Board policies, including but not limited to the Board’s nondiscrimination policies.

Storage/Security

1. The Custodian of Recordings may, in their discretion and in collaboration with school administrators, maintain video surveillance recordings beyond the minimum retention period for reasons related to safety or security of persons or property, for purposes of student or staff discipline, or as may be required by law.
2. The Custodian of Recordings shall determine the most appropriate manner in which to maintain such recordings while a matter is being resolved, taking into account data security, confidentiality, applicable laws and Board policies, and other matters in their professional discretion.
3. Once maintained beyond the minimum retention period, such recordings must be kept, and may only be destroyed, in accordance with the laws and Board policies applicable to the recording’s particular category of record.

Requests to View Video Surveillance

Requests to review video surveillance shall comply with all applicable state and federal laws and with Board policies. All requests for review of video surveillance that are considered education records, as defined by the Family Educational Rights and Privacy Act (“FERPA”) and Board policy, will be as follows:

1. All requests to review video surveillance must be submitted to the building principal in writing. Requestors are reminded that video surveillance is maintained for a period

of 30 days and is then recycled. Any request to view a video surveillance that has been recycled and not otherwise maintained will be denied, as the video surveillance will no longer exist.

2. The Custodian of Recordings and the building principal shall determine if the requested video surveillance constitutes an education record, in accordance with FERPA and applicable guidance. If a video surveillance recording does not constitute an education record, the Custodian of Recordings shall submit the request for review to the Superintendent who shall determine the appropriate next steps.
3. In accordance with FERPA, a parent (or eligible student) shall have access to the education records of their own child. District staff may be permitted to access education records if they have a legitimate educational interest in such records.
4. The Custodian of Recordings and building principal will make best efforts to inform a requesting party of the approval/denial of a request for viewing within seven (7) school days of receipt of the request.
5. Video surveillance recordings will be made available for inspection and view in accordance with Section V of Board Policy 5125, Confidentiality and Access of Education Records.
6. Actual viewing will be permitted only at District buildings and in the presence of the Custodian of Recordings, the building principal, or designee of the Superintendent.
7. A written log will be maintained at the District Office or at each school building of those viewing video surveillance recordings that are education records, in accordance with Section VI of Board Policy 5125, Confidentiality and Access of Education Records.
8. Video surveillance recordings will remain the property of the District and may be copied only if required by law.
9. Timelines may be altered for requests for viewing that arise at the end of a school year or prior to vacation periods.

Appendix

Video Surveillance Notification to Post on District and School Websites and Literature

The Newtown Board of Education has authorized the use of electronic surveillance systems on school property and on school buses transporting students. The system will be used to promote and maintain a safe and secure environment for all. Please see Board Policy and Administrative Regulations 5131 for additional details concerning video surveillance in the schools.