



Delta Head Start CCTV Video Retention Policy

Use of Video and Audio Monitoring

Delta Head Start recognizes that maintaining the safety and security of students, staff and Delta Head Start property is best implemented with a multifaceted approach. To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the Board.

Video surveillance may be utilized in and around Head Start facilities. Cameras may be equipped with audio recording capabilities as well. Video surveillance shall be in accordance with applicable laws pertaining to such use. Delta Head Start also shall comply with applicable law related to maintaining video recordings.

The Program Director or designee is directed to develop regulations governing the use of video surveillance in accordance with applicable law and Board policy.

Exclusions

Video and Audio monitoring is allowed in all areas of the Head Start campus except in areas where there is a reasonable expectation of privacy. Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this policy and shall not be permitted except as provided by state law. Recording students for the purposes of their educational programming is also not intended to be covered by this policy.

Use of Video and Audio Monitoring

Placement and notification

1. Video/Audio surveillance equipment may be installed in and around Delta Head Start campus. Other areas may have cameras installed, as approved by the Program Director or designee.
2. Video/Audio surveillance equipment will not be used or installed in areas where the public, students, and/or staff have a reasonable expectation of privacy, such as restrooms.
3. Video/Audio surveillance equipment may be in operation 24 hours per day on a year round basis at any and all times, whether or not school is in session and whether or not the facilities or buildings are in use.
4. Conduct and comments in publicly accessible places on Delta Head Start Campus (e.g. hallways, cafeterias, libraries, offices, classrooms, etc.) may be recorded by video and audio devices.

5. Delta Head Start shall notify students, staff and the public that Video/Audio surveillance systems are present. Such notification will be included in staff and student handbooks and signs will be prominently displayed in appropriate locations throughout the campus.
6. Specific notification will not be provided when a recording device has been installed or is being utilized in a Delta Head Start vehicle or building.

Use

1. The use of video surveillance equipment on Delta Head Start grounds shall be supervised and controlled by the Head Start Program Director, IT Specialist, and designee.
2. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with applicable policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff depending upon the nature and severity of the situation.
3. The Head Start Program Director and IT Specialist will review the use and operations of the video surveillance system with each facility on a periodic basis.
4. Video recordings may be used as evidence that a staff member or other person has engaged in behavior that violates state law, federal law, Head Start policies and/or other guiding regulations.

Storage/security

1. Delta Head Start shall provide reasonable safeguards including, but not limited to password protection, firewalls and controlled physical access to the building to protect the video/audio surveillance system from hackers, unauthorized users and unauthorized use.
2. Video/audio recordings will be stored for a minimum of 6 days after the initial recording. If the Program Director, Deputy Director, and HR know no reason for continued storage, such recordings will be erased.
3. Some facilities may have the capacity to store recordings for longer periods of time. This period of time is subject to the storage limitations of the NVR device installed on the premises. If the storage device is full, the oldest recordings will automatically be overwritten.
4. Video/Audio recordings held for review will be maintained in their original form pending resolution of the incident. Recording media will then be released for erasure, copied for authorized law enforcement agencies or retained in accordance with applicable law and Board policy.
5. To ensure confidentiality, access to all storage devices will be limited to authorized

personnel.

6. Video/audio recordings held by Delta Head Start as student education records and/or personnel records shall be maintained in accordance with applicable law and Board policy.

Viewing requests

Requests for review of video recordings that are considered a student education record or personnel record will be as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, staff and/or Delta Head Start employees with a direct interest in the recording as authorized by the Program Director. Only the portion of the recording concerning the specific incident at issue will be made available for viewing.
2. Approval or denial for viewing will be made within 1 school day of receipt of the request and so communicated to the requesting individual.
3. Recordings will be made available for viewing within 1 school days after approval of the request.
4. Actual viewing by 3rd parties will be permitted only in Head Start facilities, unless otherwise required by law.
5. All viewings will include the Program Director or designee.
6. To the extent required by law, a written log will be maintained of 3rd parties viewing video recordings including the date and location of viewing, reasons for viewing, date the recording was made and the viewer's signature.
7. Recordings will remain the property of Delta Head Start and may be reproduced only in accordance with applicable law and Board policy.