



Endeavor Hall CCTV Security Policy

Purpose:

The purpose of this policy is to regulate the use of Closed Circuit Television (CCTV) systems and cameras to monitor and record various activities on or near campus for the purpose of safety, security, staff and student development.

General Principles:

- This policy applies to all personnel and property of Endeavor Hall in the use of CCTV monitoring and recording.
- Endeavor Hall is committed to enhancing the quality of life of our community by integrating best practices of school safety using any available CCTV or related technology. CCTV is a critical component of a comprehensive security program.
- CCTV monitoring and recording is used in public areas by Endeavor Hall as stated above and to assist in the protecting of the Endeavor Hall community and property.
- CCTV will be used in an ethical, legal, and professional manner.
- Information obtained via CCTV will be used for student discipline, security and law enforcement purposes.
- The Principal, Head of Teachers (under the direction of the principal) and Board Chair are authorized to monitor and view recordings for criminal investigations. Furthermore, and in specific circumstances creating risk to public and student safety, security or property as authorized in writing by the Principal or Board Chair, this information may be viewed and used by these individuals for disciplinary action.
- Information obtained by CCTV will only be released outside of Endeavor Hall when authorized by the Principal and or the Board Chair of the Endeavor Hall.
- CCTV recording and monitoring of public areas for security purposes will be conducted in a manner consistent with existing Endeavor Hall policies.

- CCTV monitoring and recordings of public areas for security purposes at Endeavor Hall is limited to uses that do not violate the reasonable expectation of privacy as defined by law.
- Images and any related data collected by CCTV are the property of Endeavor Hall.

Responsibilities:

- The Principal has the responsibility to authorize all CCTV monitoring and recording for the safety and security purposes at Endeavor Hall in consultation with the Board Chair.
- The Principal is authorized to oversee and coordinate the use of CCTV systems and equipment at Endeavor Hall and has the primary responsibility for disseminating and implementing policy and procedures.
- This policy will be made available to anyone who requests it.
- The Principal will monitor new developments in the law and industry to ensure that CCTV use at Endeavor Hall is consistent with legal standards and protections.

Procedures:

- CCTV camera and systems may be installed for monitoring and or recording at the building or playground perimeter, building entrances, exits, lobbies, lounges, hallways or corridors, common areas, foyers, classrooms, storage rooms, closets or offices, parking areas, public streets, etc.
- Incidental recording of background scenery, including adjacent structures or pedestrians may occur and will be limited such that a reasonable expectation of privacy as defined by law will be maintained.
- Endeavor Hall will limit permanent camera positions and views of residential housing where possible. Any view given of housing will be no greater than what is available with unaided vision. Furthermore, any view must not violate the standard of "a reasonable expectation of privacy."
- All operators and supervisors involved in CCTV monitoring of public areas will perform their duties consistent with this policy.
- Endeavor Hall will post signage notifying the community of CCTV use at the school where appropriate, including on the school's website and post notices in newsletters annually.
- The CCTV system will be secured and configured so as to prevent the tampering with or duplicating of information.
- CCTV recording video media will be stored for a period of about 30 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (Civil and Criminal), or other bona fide use as approved by the Principal or Board Chair of Endeavor Hall.
- Video Media will be stored in a secure location with access by authorized personnel only.

- Temporary, mobile or portable CCTV equipment may be used to ensure the safety and security of the entire Endeavor Hall community.

Policy Revision:

This policy is reviewed and approved by the Principal and the Governing Board, and is subject to change without prior notice. Approved : 3/28/13