

**LYNN PUBLIC SCHOOLS
SECURITY CAMERA SYSTEM POLICY**

I. PURPOSE

The Lynn Public School Committee supports the use of video cameras throughout the Lynn Public School District for purposes 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 community members who visit or use our school property, and diminish the potential for personal and district loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only.

II. GENERAL STATEMENT OF POLICY

A. Signage and Notification:

1. Appropriate signage will be posted at major entrances to school buildings that notify students, staff and the general public of the District's use of security cameras. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools and on school grounds. Such notification will include, but not be limited, to employee handbooks and student handbooks.

Signs will be posted in public entryways to the buildings and other conspicuous locations informing persons that the buildings and grounds may be under video surveillance. The posted signs will read: **Surveillance Cameras in Use for Security Purposes.**

B. Camera Placement:

1. The security camera system is installed in public areas only. These areas include school grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeterias, auditoriums, lobby and main entries and main office areas.
2. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.
3. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

C. Use of Video Recordings

1. The Superintendent or his/her expressly authorized designee shall oversee video surveillance.
2. The Lynn Public Schools Security Camera System will be in operation and may be monitored by school personnel and or law enforcement personnel throughout the year.
3. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials and/or law enforcement personnel.

D. Data Storage:

1. All video recordings are stored in the School Security and Emergency Planning Office in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for no less than 30 days.
2. Information obtained through video surveillance may only be used for disciplinary investigations, security or law enforcement purposes. No sound is to be monitored or recorded in connection with video surveillance systems.
3. Any video recordings used for security purposes in school buildings or grounds are the sole property of the Lynn Public Schools. Release of such videos will be made only as permissible pursuant to applicable law and with permission of the Superintendent or his/her designee.

ADOPTED BY SCHOOL COMMITTEE ON

FEBRUARY 12, 2015