

1. Video surveillance is intended for the purpose of reviewing an alleged incident that may compromise the safety or security of the setting and/or to prevent and deter inappropriate activity.
2. Video surveillance equipment may be placed in areas deemed appropriate by the superintendent or his/her designee where students, staff and visitors have no reasonable expectation of privacy or at locations within the school, on school buses, or on school grounds that are in plain view. Conversely, video surveillance equipment will not be placed in areas where students, staff and visitors have a reasonable expectation of privacy (e.g., rest rooms, locker rooms, dressing areas). With the knowledge of the teacher, video surveillance may be used in a classroom to provide a secure environment. Additionally, video surveillance will not be used to evaluate employees' work performance.
3. Access to video surveillance equipment and recordings shall be determined by the superintendent or his/her designee. The responsibility of the individual(s) granted access will be to monitor the cameras for operational performance and to review live and recorded video documents for inappropriate behavior or illegal activity.
4. The role of the Security Officer is to
  - a. Provide access rights to individuals identified by the superintendent;
  - b. Evaluate the data to identify safety or security concerns
  - c. Evaluate student misconduct whether criminal or a violation of county/school regulations.
  - d. Provide in-service training on operation/monitoring of cameras
5. The role of the Director of IT is to
  - a. Provide technical assistance as to the operation of surveillance cameras and data;
  - b. Direct, upon notification of an operational failure, the IT department to repair any failed surveillance equipment.
6. The Allegany County Public School System (ACPS) shall notify students, employees, and the community that video surveillance is occurring in schools, on school grounds, on school buses, and other ACPS facilities. Signs will be posted at entrances to all schools and facilities, and above the windshield of buses to indicate that video surveillance is occurring.
7. Video surveillance recordings will be securely stored for a period of time based on the needs of the school system and the capacity of the equipment. Recordings will be routinely overwritten or deleted.
8. Video surveillance recordings shall be the sole property of the Allegany County Public School System (ACPS). Release and use of video surveillance recordings shall be in accordance with applicable state and federal laws.