

## Digital Surveillance Use and Storage Policy

Promontory School of Expeditionary Learning recognizes its right to use video surveillance on school property to ensure the health, welfare, and safety of all staff, students, and visitors on campus, and to safeguard school buildings, grounds, and equipment. Specifically, the use of video surveillance promotes the safety of all individuals on school property; assists in providing physical security for school assets; provides visual resources to areas having an absence of adult supervision; assists administration and law enforcement during an emergency; provides retroactive and investigative support to administrators; and acts as a deterrent to inappropriate or criminal behavior.

The purpose of this policy is to establish procedures for the use of video surveillance on school property in a manner that enhances security and aids enforcement of school rules, board policies, and state laws, while respecting the privacy expectation of staff, students, and community members. The existence of this policy does not imply or guarantee that security camera equipment will be used in any particular location or monitored in real time continuously or at any given moment. This policy also serves as notice to all who enter Promontory School of Expeditionary Learning of said recording devices being used on and within the school premises.

Video surveillance equipment may only be used for legitimate business-related purposes and may not be used to harass, stalk, intimidate, or inappropriately monitor any individual.

Promontory School will comply with all applicable laws and regulations pertaining to the use of video surveillance, including those related to maintaining and sharing video footage. Video equipment and footage may only be accessed by authorized personnel or school officials, and may not be accessed for personal, inappropriate, or unlawful reasons.

Cameras will only be placed in classrooms and learning environments on a case-by-case scenario, if deemed necessary by the guidelines listed above. Any video footage that is being captured in these incidents will not be available for live stream feed outside of the school building. This footage will only be stored for 48 hours and is available upon formal request and following state and federal laws. Any classroom footage must be viewed in person, on campus; no footage will be sent digitally off campus, without a court order, State or Federally mandated, or for the purposes of investigations by law enforcement.

Requests for surveillance video footage may come from many sources, including news media, law enforcement, vendors, parents, employees, students, and community members. Upon formal request, Promontory School will thoroughly review each request to ensure compliance with all applicable state and federal laws, including open records and student data privacy laws, board policies, and lawfully issued subpoenas and warrants. Records released will be documented according to state and federal laws, board policies and student data privacy laws.