



DIGITAL SURVEILLANCE USE AND STORAGE POLICY

PURPOSE

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 surveillance 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.

Scope of Surveillance

The school may maintain video surveillance in common areas and exterior locations on school property, which may include but is not limited to:

- Building entrances and exits
- Hallways and common areas
- Lobbies and reception areas
- Cafeterias and gymnasiums
- Recreational areas on school grounds
- Parking lots and exterior property
- Other public-facing areas

Video surveillance, including live-streaming, may only be placed in classrooms and other enclosed learning environments on a case-by-case basis when deemed necessary for safety, student support, or investigative purposes consistent with school policies and applicable laws. Such surveillance is not intended for routine or continuous staff performance monitoring. Their placement and use must align with legitimate educational, safety, or legal purposes.

Cameras will not be installed in areas where individuals have a reasonable expectation of privacy (e.g. interiors of restrooms).



Surveillance equipment and footage may only be accessed by authorized personnel (school administrators or other personnel specifically authorized by school administration) and may be used only for legitimate school-related purposes. It may not be used for personal, inappropriate, or unlawful reasons, including harassment, stalking, intimidation, or inappropriate monitoring of 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.

Retention and Archiving

Surveillance footage may be retained within the school's secure system for up to fourteen (14) days.

If footage is identified as potentially relevant to a safety, disciplinary, personnel, insurance, or legal matter, it may be archived and securely retained for an extended period as determined necessary. Archived footage will be stored securely and access will remain restricted to authorized personnel.

Internal Review of Footage

The Director may establish administrative procedures governing limited internal viewing of surveillance footage for operational or investigative purposes without formal request, including procedures for supervising and documenting these viewings in accordance with applicable student privacy laws and school policies.

Internal review of footage does not constitute the formal release of a public record. All internal review is subject to the Safeguards for Viewing Surveillance Footage section below.

Internal review procedures may include, but are not limited to:

1. Review During Investigations

At Administration's discretion, authorized personnel may review surveillance footage with a staff member or law enforcement officer when necessary to investigate or understand an incident involving students, staff, safety concerns, or potential policy violations.

Such review shall be limited to the portion of footage reasonably necessary to understand the incident and must occur on school property under the supervision of authorized personnel. This review does not constitute release of the footage and does not authorize copying, recording, photographing, or distribution of the footage.

2. Parent or Guardian Viewing During Incident Meetings

Administrators may, at their discretion, permit a parent or guardian to view relevant surveillance footage during a school meeting to clarify or discuss an incident involving their student.



This viewing may occur at Administration's discretion without a formal records request when:

- the footage is directly related to the parent's student,
- the viewing occurs in person on school property,
- the footage is not copied, transmitted, or distributed, and
- appropriate steps are taken to protect the privacy of other students and staff.

Requests for Review and Release of Footage

Requests for surveillance footage may come from many sources, including news media, law enforcement, vendors, parents, employees, students, and community members. Requests must be submitted to Administration and specify dates, times, locations, and/or incidents for review. All requests are subject to administrative approval and, when appropriate, consultation with legal counsel to ensure compliance with applicable federal and state laws, student privacy protections, public records laws, school policies, and any valid court orders, subpoenas, or warrants.

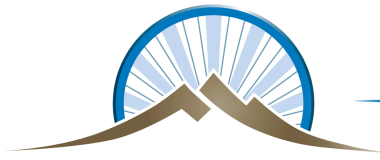
The school will comply with reasonable and lawful requests from law enforcement and relevant governmental or licensing agencies regarding the review or preservation of surveillance footage. Law enforcement may review surveillance footage on school property; copies or transmissions of surveillance footage off school property will only be provided pursuant to a valid court order, subpoena, warrant, or other lawful mandate, or as specifically required or permitted by law, including any statutory or regulatory obligations.

The school may limit or deny requests that are not feasible, overly broad, unduly burdensome, insufficiently specific, or not reasonably related to a legitimate safety, legal, or educational purpose. Approved requests will be limited to the minimum footage necessary to address the identified purpose. The school is not obligated to conduct open-ended searches or review extended periods of footage without a defined incident. The school reserves the right to redact or withhold footage to protect student privacy, maintain the integrity of investigations, and comply with legal obligations.

All review and release of footage is subject to the Safeguards for Viewing Surveillance Footage section below.

Safeguards for Viewing Surveillance Footage

- Approved review of footage must occur in person on school property under the supervision of authorized personnel.
- Footage will not be live-streamed, transmitted, copied, or released off school property except as required by law or pursuant to a valid court order, subpoena, warrant, or other legally binding directive.
- Individuals viewing surveillance footage may not photograph, record, screen capture, or otherwise reproduce footage using personal devices or other recording methods.



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- Authorized personnel may limit the portion of footage viewed in order to protect the privacy of other students and staff or maintain the integrity of an investigation.
- All disclosures of surveillance footage will be documented in accordance with applicable laws and school policies. The school may document the date, purpose of the viewing, and individuals present during any authorized viewing of surveillance footage.