



LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

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**SECURITY/SURVEILLANCE CAMERAS  
IN/ON SCHOOL BUILDINGS AND ON SCHOOL BUSES**

Any permanent installation of cameras in or on buildings on the Ballfield Road Campus [or Hanscom Schools](#) must be approved in advance by the School Committee.

**Camera Placement**

- Camera installations may only be located in public areas such as hallways, athletic areas, large public gathering spaces, parking lots and public walkways, and buses. The purpose of these installations is to monitor public areas where the potential for criminal activity or violations of the Code of Conduct is greatest (false fire alarm pulls, graffiti, vandalism, behavioral issues, and in some cases, personal belonging theft, etc.).
- Cameras shall not be placed in areas where there may be a reasonable expectation of privacy by staff and students (e.g., rest rooms, locker rooms, private offices, department offices, conference rooms, staff lounges).
- Exception would be that as part of an investigation, a camera may be placed in any location to investigate suspected or alleged criminal activity or serious violations of the Code of Conduct.

**Signage and Notification**

- Signs will be posted in public entryways to the buildings and at other conspicuous locations informing persons that the building and grounds may be under video surveillance. The posted signs will read, "Surveillance Cameras in Use."
- The District shall notify students, staff, and the general public that video surveillance will occur on school property through use of the signage and other appropriate notifications, including a notice in the student handbook.

**Limited Access to Recordings**

- The Superintendent or his/her expressly authorized designee(s) shall oversee video surveillance.
- Viewing the recordings is to be performed only by authorized personnel that have been expressly designated by the Superintendent or his/her designee. All viewing will be preauthorized by the Superintendent.
- There will be no monitoring of live video images, except for managing building entry/access and as directed by the Superintendent or his/her designee(s) in the case of an emergency, safety concern, or in the course of an investigation. Information systems and/or maintenance staff will periodically view live and recorded video for system testing and maintenance. Review of the recordings will occur only in support of an active investigation.
- The intent is not to use the surveillance system to recover missing items such as cell phones, clothing, and other personal items.
- A request form for viewing will be completed by the requesting administrator. It will include, but may not be limited to, the following details: the person(s) requesting viewing the data, reason for the request, and the date, time and location(s) to be reviewed. All requests will be authorized by the building Principal and the Superintendent. If a request is made for the export of video information, such request will be made in writing. When

a request is received, every effort will be made to export and save the requested video until a determination is made by the Superintendent of Schools that said video meets the criteria of this policy. If the request is deemed not to be in accordance with this policy, said video will be deleted with no further appeal available for its release. If the request is deemed to meet the criteria of the policy, a copy of the video will be exported and provided to the Superintendent or the Superintendent's designee(s) for use consistent with this policy.

- No sound is to be monitored or recorded in connection with the building or bus video surveillance system.
- Surveillance system misuse shall be addressed on a case-by-case basis by the Superintendent.
- Information obtained through video surveillance may be used for disciplinary investigations, security or law enforcement purposes, troubleshooting, and training.
- All access to recordings will be logged by the Executive Administrative Assistant to the Superintendent.

### **Short Term Data Storage**

- Video recordings (with the exception of those segments that evidence a crime being committed) will be maintained ~~for approximately fourteen (14) consecutive~~ no more than 90 days and then deleted. All recordings shall be treated as confidential and the property of Lincoln Public Schools. Recordings or copies of recordings shall not be released to individuals or agencies outside of the District except through subpoena or other court order requiring such release except as noted below.
- Any law enforcement agency may be provided with a duplicate of the recorded materials in conjunction with any ongoing investigation by that agency. Notification to the Superintendent's office shall take place for duplication of data.

### **Requirements of Camera Systems**

- Any camera system shall include an auditable log of access.
- All video recordings on networked video systems will be encrypted at rest and in transit.
- Access to recordings will require authentication and appropriate security practices will be followed to ensure the integrity and security of recordings.

### **Tenants and Licensees**

- Tenants and licensees of the Lincoln Public Schools must abide by the security/surveillance cameras policy set forth by the Lincoln School Committee.
- Prior approval from the School Committee is required before installing any permanent camera systems in school buildings.
- No recorded video will be accessed without the Superintendent or designee present.

### **Cameras on Buses**

- Camera systems on buses provided under the district's transportation contractor will be owned and operated by the contracted bus provider.
- Camera systems on buses will not be networked without the permission of the Superintendent or designee.
- Recordings will be physically secured in vehicles with a lock.
- The contracted bus provider will only access the video system to respond to their own personnel needs or to respond to a request from the Lincoln Public Schools.

*Source: Amherst Pelham Regional School District*

Adopted at School Committee Meeting of February 15, 2018