

REQUEST 4

SECURITY POLICY FOR THE NEWTON PUBLIC SCHOOLS

The Newton School Committee is committed to providing a safe and secure environment for all students. Security, in the context of this policy, includes physical and emotional safety.

Threats to safety and security fall into two categories: emergency and non-emergency situations. These two categories necessitate different types of responses.

Immediate threats include events such as a bomb threat, a fire or a chemical spill, airborne hazards, and armed intruders. In these instances, a principal may order an evacuation, a lock-down, a shelter in place, or other immediate action. When time permits, the principal should consult with, and obtain the prior approval of, the Superintendent or his or her designee before implementing a response. The principal should communicate the nature of the emergency and the response to all members of the school community as promptly as possible. In certain situations, appropriate emergency and/or law enforcement personnel may assume control of and responsibility for the response.

Non-emergency threats may be building-based, such as persistent thefts, graffiti, or vandalism, or more general concerns, such as access to buildings. Before initiating either a building-based or multi-school measure, a principal or assistant superintendent shall set forth in writing (a) the exact nature of the problem; (b) the logical connection between the problem and any proposed solution; and (c) the possible unintended consequences of the solution. The measure may be implemented only after it is approved by the Superintendent.

All such measures shall be undertaken in consultation with appropriate law enforcement personnel, shall be limited in scope and duration to address the immediate problem at issue, and shall be disclosed to the school community. By way of illustration, a building-based measure might include the temporary installation of security cameras in a specific limited area of a building in response to specific ongoing illegal activity, with the school community then informed about this decision (but not necessarily about the location of the cameras). An example of a multi-building measure is the establishment and enforcement of appropriate procedures for controlling access to school buildings, with the understanding that the procedures (including sign-in protocols, use of identification badges for faculty and staff, installation of an exterior-facing security camera at a single unlocked entrance, and keyless entry methods) may vary depending on whether they are elementary, middle or high schools.

Additionally, at the high schools only, permanent camera installations will be permitted in public areas. These installations will NOT be located in classrooms, office areas, locker rooms or bathrooms. The purpose of these installations is to monitor public areas where the potential for criminal activity is greatest (false fire alarm pulls, graffiti, theft, etc.). The cameras will only monitor passage in and out of these areas. This will allow administration to review the activity in the immediate public area shortly before and after the crime took place, reducing the number of potential people to interview. The recording, viewing and storage of the recorded data will follow the attached protocol. (Attachment-Protocol for Security Camera Recorded Data).

Protocol for Security Camera Recorded Data

Approved by School Committee 6/14/10

Security camera recordings will be viewable in each building by authorized designees only.

Camera Placement:

Camera installations will only be located in public areas such as hallways, athletic areas, large public gathering spaces, parking lots and public walkways. The purpose of these installations is to monitor public areas where the potential for criminal activity is greatest (false fire alarm pulls, graffiti, vandalism, backpack and personal belonging theft, etc.). The 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).

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 shall oversee video surveillance.
- Only individuals authorized by the Superintendent or his/her designee may view the surveillance recordings.
- Only the principal and/or superintendent will decide when and if viewing needs to occur.
- Police access will be determined in accordance with the Memorandum of Understanding with the Newton Police Department.

Viewing:

- There will be no monitoring of live recordings.
- Reviewing the recordings will occur **only** when a suspected crime is committed inside or outside the building (e.g. vandalism, graffiti, etc.).
- Viewing the data is to be performed by a minimum of two administrators that have been expressly authorized to do so by the principal.
- A log book shall include the following details: the persons viewing the data, what event triggered the viewing, the date/time viewed, what was found on the recording, whether the data was copied or forwarded, and what consequences were imposed as a result of the recorded information.
- 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 the video surveillance system.
- Surveillance system misuse shall be addressed on a case-by-case basis by the District.

Short Term Data Storage:

- Video recordings (with the exception of those segments that evidence a crime being committed) will be maintained for a maximum of fourteen (14) consecutive days and then deleted. All such recordings shall be treated as confidential and shall not be released to individuals or agencies outside of the District except through subpoena or other court order requiring such release.
- Any law enforcement agency may be provided with a duplicate of the recorded materials in conjunction with an ongoing investigation by that agency. Notification to the Superintendent's office shall take place for each duplication of data.