

**Wellesley Public Schools  
Guidelines for School Security Cameras  
2017-2018**

**Rationale**

The Wellesley Public Schools (WPS) works to maintain a safe and secure environment for students, staff and visitors. This also includes the protection of our facilities and school property from theft and vandalism. The following guidelines outline the general procedures WPS staff will follow regarding the use of security cameras.

**Location of Cameras**

Cameras are located on both the interior and exterior of schools in WPS as well as on WPS buses and vans. All WPS facilities and vehicles employing cameras will have signage indicating this fact in a visible location at the entry of the building or vehicle.

Cameras are NOT located in classrooms, bathrooms, or locker rooms. Cameras make visual recordings only. Audio footage is NOT recorded.

The philosophy guiding the placement of cameras in schools is defined by level. At elementary schools, cameras are located at key locations inside and outside of the building with entry and egress points in mind, locations that capture large hallway runs, and areas that may be difficult to otherwise monitor, such as parking lots. At the Middle School, camera locations are inclusive of more interior and exterior locations when compared to the elementary schools. This is a factor of both the greater size of the building and larger student population. The High School includes the most comprehensive coverage of the three levels.

**How Cameras Will be Used**

Cameras in WPS are not intended for the continuous live monitoring of students and staff. Footage from cameras can only be viewed in a secure location in the principal's office at each school and in the District Technology Office by authorized personnel, typically the Administrator(s) of the building and Director of Transportation. The designated administrator may collaborate with the appropriate staff member(s) and/or the Wellesley Police Department in viewing a video to help resolve a related issue. Common scenarios in which an authorized staff member(s) may view live or taped video footage includes:

- Confirming the movement of classes from the playground into the building
- Locating a student who has not returned to class
- Investigating a disciplinary incident such as a fight or bullying
- Investigating a theft or vandalism

- Monitoring movement within the building during a crisis
- Investigating when school alarms are set off over the weekend or after hours
- Investigating safety concerns/ issues as well as behavioral issues on buses/vans

### **Storage and Access to Video Footage**

School camera footage will be stored for approximately one month (30 days) on district servers. Bus/van camera footage will be stored approximately 21 days. Footage related to a specific incident may be stored longer until a matter is fully resolved. Only authorized school and central office staff will have access to footage from school or vehicle cameras. In general, in order to protect privacy, camera footage will not be shared with parents and students.

The Wellesley Police Department (WPD) has the ability to view live footage from school cameras as outlined in the Memorandum of Understanding between the WPD and the WPS. Generally, this access would be employed in a crisis situation to help guide the appropriate response of officers on site. The Wellesley Police Department will notify the WPS any time they access school cameras.

### **Maintenance**

The maintenance of school cameras will be the shared responsibility of the Wellesley Public Schools and the Facilities Management Department (FMD). FMD will be responsible for the maintenance and replacement of cameras and wiring. WPS will be responsible for all software, servers, and head-end computers related to school cameras. The WPS vendor providing bus service will be responsible for the maintenance of all related bus camera equipment. Cameras on WPS vans will be maintained by WPS Transportation staff.