

YI HWANG ACADEMY OF LANGUAGE EXCELLENCE
YHALE

YHALE Video Monitoring Policy

Having carefully weighed and balanced the rights of privacy of students against YHALE's duty to maintain order and discipline, the Board and school administration find that it is appropriate to provide for the use of video camera surveillance on school grounds. Therefore, the Board feels it is appropriate to create a video monitoring policy.

The following rules shall apply to video monitoring:

1. The school shall annually notify its students and their parents/guardians that video surveillance may occur on any and all parts of the school property and the school shall post signs of notification.
2. The use of video surveillance equipment on school grounds shall be supervised and controlled by administration and/or security staff or designee.
3. The system shall be used for live, day-time viewing, and/or night-time monitoring and surveillance of the grounds and buildings.
4. The use of video recordings from surveillance equipment shall be subject to all other policies of the board and school, including but not limited to policies concerning the confidentiality of student records.
5. Video recordings considered for retention, as a part of the student's behavioral record shall be maintained in accordance with established student record procedures governing access, review and release.
6. Video surveillance shall be used only to promote the order, safety and security of students, employees, and property and, when necessary, to assist school administrators in taking appropriate disciplinary action. These recordings are not automatically considered student records.
7. YHALE shall utilize a video recording system with local and cloud storage capabilities.
8. Video recordings shall be stored for up to the capacity of the storage equipment but no fewer than 30 days after initial recording.
9. A clip may be exported if it could potentially be used in anticipation of disciplinary proceeding or litigation, if notice of pending action has been filed; or if a clip otherwise takes on a status that would require a longer retention period according to the applicable retention schedule. In such case, the relevant portions of a recording shall be retained for the period specified by the school's records retention schedule, or until all actions have been resolved, whichever time period is greater.

10. Only designated administrators - Principal, Director of Facility and Operations, and School Resource Officer are authorized to view video footage unless given explicit permission from the Principal. All designated persons shall adhere to this and any other policies regarding video surveillance

11. Requests for access to any recordings shall be directed to the administrator or security staff and/or designee, as these administrators have been designated as responsible for school security issues.

For security reasons and the safety of all students of YHALE, access to the security equipment and camera system shall be limited to authorized personnel only. Specific passwords shall be set up to access the system. For security purposes, these passwords are not to be shared.

The system comes with a "lock" security feature. When not actively viewing the system it should be kept in the "lock" mode to avoid tampering.

Legal Reference

20-2-324.2. Video monitoring cameras in classrooms providing special education services; requirements; evaluations; funding.