

SCHOOL DISTRICT OF CHELTENHAM TOWNSHIP

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: November 10, 1998

REVISED: November 12, 2013

709. BUILDING SECURITY	
1. Purpose	<p>The Board recognizes the need to maintain security of District facilities. Toward this end, a program of building security shall be administered by the Superintendent with the cooperation of the individual building principals.</p>
2. Authorization	<p>The Board authorizes the installation and use of video recording devices in and on District facilities. The purposes of such recording devices are to:</p> <ul style="list-style-type: none">A. encourage safe and appropriate behavior in school facilities,B. safeguard people and District equipment,C. investigate misconduct,D. review occurrences of vehicle damage in District parking lots; andE. assist law enforcement. <p>This policy does not create any entitlement for parents, students, staff, visitors or others to review videos except for the circumstances noted in the administrative regulation related to this Policy.</p>
3. Delegation of Responsibility	<p>The Superintendent or the Superintendent's designee shall determine, in furtherance of the purpose of the Policy, who will be entitled to building keys and who may have after-hours access to District facilities..</p> <p>The Superintendent shall establish and promulgate administrative regulations to implement this Policy that:</p> <ul style="list-style-type: none">A. Require District staff and designated contractors to display prominently photo identification badges whenever such personnel are on school premises.B. Regulate the use of recording devices in designated school facilities for the purpose of recording video images and audio recordings.

These regulations shall provide that:

1. Staff, students, and parents/guardians shall be notified in writing, on at least an annual basis, as to the District facilities where video surveillance may be used and that cameras may be moved without prior notice.
2. Video monitoring is for the use of District administration.
3. Video monitoring equipment will only be used as deemed appropriate for the safety and wellbeing of students and staff and their and the District's property.
4. The District will not provide formal notification of the location of recording devices nor times of recordings, although notices may be posted at entrances to facilities where video recording devices are in use.
5. Video recordings from monitoring equipment will not be used for publicity or other purposes not specified in this Policy.
6. Written notices as to the presence and possible activation of any audio recording of conversations concurrent with a visual image being taped must be posted in locations where audio recording will take place.