

**YOUNG SCHOLARS OF GREATER ALLEGHENY CHARTER SCHOOL
PROTOCOL FOR SECURITY CAMERAS AND VISUALLY RECORDED DATA**

The YOUNG SCHOLARS OF GREATER ALLEGHENY CHARTER SCHOOL’S (YSGACS) Board authorized the use of video cameras throughout the school for the purpose of ensuring the health, welfare, safety, and security of all staff, students, and visitors to YSGACS and to safeguard school facilities and equipment. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and to diminish the potential for personal and charter school loss or destruction of property including theft and vandalism. Persons identified on security cameras in violation of School policies or Parent & Student handbook rules may be subject to disciplinary actions. The security cameras shall perform no audio recording.

Camera Placement:

To help ensure the safety of students, staff, visitors and facilities, the YSGACS Board authorizes the use of security cameras both outside and inside school buildings.

Security cameras may be used in locations as deemed appropriate by the CEO in consultation with the school board, law enforcement officials, and security experts as the need arises.

Security cameras may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy. The cameras shall not be placed in areas where there may be a reasonable expectation of privacy (e.g. the interiors of restrooms, counselor and nurse’s offices, and other offices where privacy may be expected).

Signage and Notification:

YSGACS shall notify students and staff through student and employee handbooks that security cameras have been installed and may be used at any time. Students or staff will be notified that anyone identified on security cameras in violations of School policies or Parent & Student handbook rules or school code of conduct may be subject to disciplinary actions.

Students, staff and visitors shall be notified that video surveillance will occur on school property through use of the signage. Signage will be posted in public entryways and other conspicuous locations as needed to inform the public. The posted signs will read: Surveillance Cameras are in Use on These Premises.

Limited Access to Recordings:

Only authorized personnel or their designee, including the CEO, Discipline Coordinator, school building administration and law enforcement, will have privileges involving viewing, disclosure, retention, disposal, and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations.

A video recording used for security purposes in school buildings and/or on school property shall be the sole property of YSGACS.

All video recordings will be stored on the cloud for a period of two weeks and any captured footage is secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Security cameras visually recorded data of those segments that evidence of a crime being committed or Parent & Student Handbook/Code of Conduct violation is stored for a period of 30 days. In no case shall YSGACS be held liable for the failure to maintain any recorded data for any period of time. All such recordings shall be treated as confidential and shall not be released to individuals or agencies outside of the charter school except through subpoena or other court order requiring such release.

Law enforcement and emergency response officials shall be granted access to video recordings or the security system by YSGA's CEO/designee in accordance with the Memorandum of Understanding with the Versailles or McKeesport Police Departments.

Use of Video Data by Authorized Personnel:

Reviewing a stored recording will occur only when there are reasonable grounds for suspecting that a crime or Parent & Student handbook rules or code of conduct violation has been committed inside or outside the building (e.g. vandalism, graffiti, physical altercation, etc.), or there is a claim of an injury or an incident that raises safety or security concerns.

A [log](#) shall be maintained and 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.

Parental Access:

Parents may request a viewing through their legal representative.

To ensure the privacy and legally ensured rights of staff and students, members of the public at large may request a viewing through a public records request subject to the limitations provided

under that statute. Parents may request to view images captured on surveillance recordings of their child where the parent can demonstrate that the images or recordings are directly related to the student.

Still photos, or “screenshots,” from the feed may at times be shared with a parent or legal representative outside the proscribed legal process to provide evidence for or against a disciplinary dispute that does not rise to the level of police involvement. Such an event will require a request in writing by the parent or legal representative to the YSGACS. All requests will be maintained in accordance with state and federal law.

Any law enforcement agency may be provided with a duplicate of the recorded materials in conjunction with an investigation by that agency. Notification to the CEO of YSGA shall take place for each duplication of data.

Access in the Event of an Emergency Situation:

In the event of an emergency situation in a YSGACS building, the safety of our students and staff supersedes the above policy, and the Versailles, McKeesport, or appropriate Police Department may access the feed in real time in compliance with the Memorandum of Understanding.

The CEO and Safety Committee may, from time to time, issue further guidance that is consistent with current laws, newly adopted technology, and this policy.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL’S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED on this _____ day of _____, 2023

President
