

### **Guidelines for use of video cameras**

In 2020 the school significantly increased the number and locations of video cameras (cameras) on campus. This action was in response to a number of thefts that occurred as well as a realization that the school needed to increase overall campus security. Cameras are not a guarantee of safety; however, they do serve as deterrents and can record images for future identification of individuals and activity in the event of violations of law or policy. No cameras will be installed in locations for which there is a reasonable expectation of privacy.

- Camera placement was done to ensure the greatest coverage of foot and car traffic (see attached document for current camera locations).
- The school will post signs on campus alerting the community to the presence of video cameras.
- The cameras are not monitored continuously at this time.
- Cameras are recording continuously and uploading to a secure cloud-based location. Recordings will be stored for up to 30 days after initial recording, whereupon such recordings will be deleted. Footage that is part of ongoing investigations may be retained beyond 30 days.
- Overlake's maintenance department will ensure functionality of the cameras via status indicators on the cameras but will not have access to footage. Overlake's Director of Technology will have access to footage as reported by maintenance only for technical troubleshooting purposes.
- Access to camera footage is provided to specific school administrators who are designated to 1) issue passwords to employees who are authorized to access the camera recorded database, 2) install the necessary software or provide link to access the camera recorded database, and 3) train administrators on the authorized usage of the camera recorded database.
- Camera footage will only be accessed when there is a legitimate reason to do so as defined by the divisional heads, assistant head of the upper school, head of school or business manager. The cameras do not have audio recording enabled.
- Examples to review camera footage would be to investigate - a theft, a case of bodily harm, or a conflict, as well as any other illegal activity.
- It is the school's expectation that footage would rarely need to be reviewed.
- Use of camera recordings for any non-official purpose is strictly forbidden. Any person utilizing security cameras for any illegal or prohibited purpose may be subject to disciplinary or legal actions. An audit log captures any access to footage which will be periodically reviewed by the risk management committee.
- Camera recordings shall be maintained by the school if recordings become evidence in any kind of criminal investigation, or disciplinary proceeding. The school will take immediate steps to preserve the recordings and isolate them from any routine deletion process.
- If civil litigation occurs or notice of pending action has been filed with the school, this will require an indefinite retention period, or until all actions have been resolved, whichever time period is greater.
- Cameras will not be used or placed to observe any private areas or employee work areas.