

# SCHULTZ ROSENBERG CAMPUS

## Akiba and Yavneh Academy

### Policy on Video Monitoring

Akiba and Yavneh Academy has installed video recording devices in certain hallways and other public school areas. These video recording devices have been installed to increase order and security on school premises, and students, administrators, faculty and guests may be monitored or recorded by this equipment. The purpose of this policy is to set forth guidelines concerning review, disclosure and use of video from these devices.

#### **Access to Video** –

**School Personnel** – Video generally may be reviewed by the Board, school administrators, school personnel, and faculty. Such video is maintained by the Director of Operations, and any request to review video should be made to the Director of Operations or Head of School and should explain the reason for review.

**Students** – Students generally do not have the right to review / access video from the video recording devices. However, a school administrator, safety personnel, or faculty may review video with a student as part of an investigation or as part of a safety or disciplinary matter.

**Parents (Guardians)** – Parents generally do not have the right to review / access video from the video recording devices. However, if the parent's child is recorded on video engaged in misconduct or being subjected to misconduct, the parent may request in writing the right to review the portion of any video revealing such misconduct. The written request should describe the alleged incident, the date and time range of the incident, and the location of the school area in question. Further, the request should be received by the Director of Operations or Head of School within fourteen days of the alleged incident.

Upon receipt of an appropriate written request, a school administrator will determine if the specified video shows alleged misconduct by or towards the parent's child. If such is the case, the parent generally will be permitted to review the relevant video at the school in the presence of a school employee but the parent will not be provided a copy of the video. If the parent wants to review the video with his/her child also present, the parent must make that request to a school administrator for consideration. *NOTE:* The school does not have sufficient personnel to generally search video absent the detailed notice information referenced above.

**Law Enforcement** - The school reserves the right to release video to outside law enforcement officials.

**Duration of Retention** - Based on technical issues and the potential volume of video, the school does not guarantee video will be retained for any certain amount of time. As a general rule, video will be retained for up to fourteen (14) days.

**Preservation of Video** – Anyone who believes that video should be preserved beyond fourteen (14) days should send a written preservation request. Such request should be received by the Director of Operations or Head of School within fourteen (14) days after the alleged incident, must describe the incident, and must expressly request preservation of the video with information identifying the date(s)/time range of such video and the location of the specific school area involved. As a general matter, the school will preserve any such specifically identified video for a reasonable period of time depending on the circumstances. If the school has otherwise been notified that litigation is anticipated related to a specific recorded event, the school will take reasonable steps to preserve video (assuming it remains in existence).

**Copy of Video** - If a parent or other appropriate individual wants a copy of video, the school generally will require service of a subpoena or other legal process. Further, Akiba and Yavneh Academy usually will object to production of a copy of any video absent a legally binding confidentiality agreement and/or protective order that reasonably protects the privacy of persons revealed on the video and that limits use of the video to the legal or administrative proceeding(s) in question. This agreement/order generally must also include binding assurances that any such video will not be generally released and will not be made available on social media or publicly available on other internet sites.