



# Tangipahoa Charter School Association Inc.

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## ***TANGI ACADEMY - Achieving academic excellence through arts integration and individual creativity!***

### ***Video Surveillance Policy***

#### **Introduction**

In order to enhance the security and personal safety to students, staff and parents at Tangi Academy, it has been determined that the use of video surveillance equipment may prevent losses and aid in law enforcement activities should they be necessary. To ensure the protection of individual privacy rights in accordance with the law, this Policy on the use and Installation of Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media.

Under no circumstances shall the contents of any captured audio or video recordings be exploited for the purpose of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.

Video Surveillance is defined as "any video surveillance technology (video cameras, closed circuit television camera; still frame cameras; digital cameras; and time-lapse) that enables continuous or periodic viewing (video tapes, photographs or digital images), or monitoring of public areas."

Appropriate measures to protect individual's privacy in the course of video surveillance of non-public areas will be enforced. No video surveillance equipment will be installed in any non-public areas examples are any locker room, rest room or any other room that a person's private rights could be violated.

#### **Purpose**

Video surveillance equipment at the campus will be installed:

1. To assist in efforts to maintain personal safety of student, faculty, staff and any others on the campus
2. To assist with the application of TCSA policies with regard to campus property and the property of others
3. To provide a visual deterrent to crime
4. To increase the likelihood of identification of person(s) who may breach TCSA policies and/or commit crimes
5. To assist in protecting TCSA assets

#### **Viewing of Recorded Media**

Only authorized members of the TCSA organization may review the results of the surveillance equipment. Viewing is limited to the CEO, CAO, and the Board President.

1. The CEO may view at any time that he has reasonable suspicion to question the integrity of a report of use of force or accounts of a situation that seem questionable.
2. The CAO may view at any time that is needed to see how an aggressor act from a student, teacher or student engagement officer transpired.
3. The Board President has the right to view in the event of legal action or the CEOs actions are called into question.

#### **Retention Period for Recorded Media**

Digital video surveillance information will be stored and secured as follows:

1. Information will be retained for 7 days **(JS) change to no more than 7 days or until data storage is needed.** unless required for a continuous investigation, after which overwriting will occur.
2. Digital servers will be located in secured areas where access is minimal and restricted to authorized staff.

The results of video surveillance activities shall be maintained for a reasonable period of time that will allow sufficient time for a crime or incident to be reported to the Organization. After 30 days, all surveillance will be recorded over or destroyed.

***Tangipahoa Charter School Association does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices.***

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