

The School Board and Parish Council recognize that surveillance cameras will assist in addressing the safety and security of students, staff, facilities and equipment. The School Board and Parish further recognizes that video surveillance must be carried out in a way that respects privacy rights and for video recordings that directly relate to a student comply with isFamily Education Rights and Privacy Act (FERPA) and the Illinois Student Records Act (“ISSRA”).

The security camera system has been and shall only be installed in public areas only. These public areas include school and church grounds, athletic areas, exterior entrances or exits to school and church buildings and large gathering spaces such as classroom corridors, East Room, lobby and main entries.

Restrooms, classrooms, employee lunchrooms or lounges, other employee workspaces, changing rooms, private offices, and locker rooms are excluded from surveillance camera use. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy. Public notification signs will be prominently displayed, indicating the use of video surveillance. Koraes Elementary School and the Parish Council shall also notify staff and students through student/parent and staff handbooks that security cameras are in place within district property.

The Parish Council President, School Board President, Technology Committee Chairman, Koraes School Principal and the Pastor will have access to the camera system to review and obtain recorded footage. Footage obtained during the school day that involves a student incident will only be viewed by the Principal. Footage is maintained for 30 days on a cloud storage system unless being retained for a student or employment discipline matter, or investigation or prosecution of local, state, or federal law or Board or Church policy . The system is on a loop and the footage is erased after the 30 day period. The surveillance camera footage will not be continuously monitored. However, during the school day the Principal, Assistant Principal, as well as school and parish administrative assistants will have access to view the surveillance camera live feed. Therefore, surveillance live feed monitors on school or parish property shall be placed in locations that only permit viewing by these individuals. After hours and on weekends, the Parish Council President, Technology Committee Chairman, and the Pastor will have remote access to review the surveillance camera live feed.

Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant legislation. Law enforcement personnel may review and obtain a copy of camera recordings, when available, to investigate criminal conduct not directly related to a student. If the camera recording is directly related to a student, FERPA and ISSRA will dictate when law enforcement personnel can review camera recordings absent consent of a student depicted in the recording. Video recordings may only be viewed by those designated above with or persons with or agents responsible for the technical operations of the system (for technical/repair purposes only). Employees or parents of students depicted in surveillance recording, may submit a written request to view video recordings but the viewing may be approved only if it does not violate the privacy of other students (see next paragraph) or other employees.

Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving student discipline, among other situations that are directly related to a student, is considered to be an educational or student records under FERPA and ISSRA. Therefore, consent must be given in order to disclose video recordings protected by FERPA and ISSRA, except to the extent that FERPA and ISSRA authorizes disclosure without consent. The School Board may review the video presented into evidence at a disciplinary or employment hearing being heard and determined by the School Board.

A copy of a video recording shall be made when an incident results in a long-term suspension, a student injury, or there is a prospect of a legal claim against the district, or if the recording depicts a violation of local, state, or federal criminal law, or a violation of Church or School policy . The copy of the video recording shall be kept in a secure location by the Principal.. If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have expired. Koraes Elementary School shall comply with all applicable state and federal laws related to record maintenance and retention.

No unapproved employees may monitor or view video or camera images for any reason except as necessary in the course of an investigation or adjudication. Any employee violating this policy may be disciplined, up to and including termination. Any Parish or School Board Member violating this policy may be removed from office.

A log will be maintained by the Koraes Elementary School Principal and the Parish Council President that will record the name and date anytime a designated staff member views a recording.

The school administration (principal and assistant principal), school administrative assistant, church office administrative assistant, Parish Council President, Technology Committee Chairman, School Board President (Chair) and the Pastor shall provide a written acknowledgement that they have read and understand this policy.