

Waterville Senior High School

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August 1, 2017

Dear Parents/Guardians,

Waterville Senior High School is in the process of installing video cameras that monitor interior and exterior public spaces. This letter is to notify you of Waterville Public Schools Policy EEAEFA that relates to the use of video cameras on school property. As stated in the policy introduction, *“The Waterville School Board recognizes the school's continuing responsibility to maintain order and an appropriate learning environment in and around schools to ensure the safety of staff and students. After carefully balancing the need for safety with student and staff interests in privacy, the School Board supports the use of video cameras on school grounds and in areas of common use within buildings. Areas of common use include, but may not be limited to, parking lots, school entrances, hallways, cafeterias, libraries, and gymnasiums, excluding bathrooms and locker rooms.”*

The complete policy can be found on the back of this letter.

Sincerely,

Brian Laramée, Ph.D.
Principal

**WATERVILLE PUBLIC SCHOOLS
25 MESSALONSKEE AVENUE
WATERVILLE, ME 04901**

USE OF VIDEO CAMERAS ON SCHOOL PROPERTY

The Waterville School Board recognizes the school's continuing responsibility to maintain order and an appropriate learning environment in and around schools to ensure the safety of staff and students. After carefully balancing the need for safety with student and staff interests in privacy, the School Board supports the use of video cameras on school grounds and in areas of common use within buildings. Areas of common use include, but may not be limited to, parking lots, school entrances, hallways, cafeterias, libraries, and gymnasiums, excluding bathrooms and locker rooms.

In an effort to maintain order and school safety, the cameras may be used to monitor activity during the school day and monitor activities in and around the school property at any time.

Notice of use of video cameras for safety and security purposes will be provided to students, parents/legal guardians and staff in appropriate handbooks on an annual basis. Appropriate signage, indicating the use of video cameras, will be displayed outside and within Waterville School Department buildings.

Violations of School Board policies/procedures and school rules viewed or recorded on the video camera system shall be addressed in accordance with the applicable School Board policies and/or school rules. In addition, evidence of illegal activities may be referred to law enforcement authorities. (In regard to such video recordings, the school system will comply with all applicable provisions of state and federal law concerning staff and student records).

The Superintendent is responsible for the development of administrative procedures regarding the use of the video camera system. Such procedures will provide a process for review when significant violations of the staff or student discipline/conduct code occur. Procedures will also address monitoring of cameras and requests to view video recordings, retention of video recordings, the security of video cameras and recordings, the school official(s) responsible for purchase, installation, maintenance, and replacement of equipment and scheduling and placement of cameras.

ADOPTED: September 7, 2016

SOURCE: Board Policy