

#### 10.10 – Security Cameras

- a. Employees shall be notified no less than ten (10) working days in advance when video cameras or other recording equipment is installed in a work place.
- b. Video cameras or recording equipment will not be placed in restrooms, staff/faculty lounges, or areas dedicated to planning.
- c. Video cameras will not include any sound or audio recording.
- d. A sign indicating the facility has video cameras or recording equipment shall be placed at the main entrance to the facility and each classroom that contains a recording device.
- e. No disciplinary action shall be taken, nor adverse evaluation made, against an employee based upon photographs and/or any recordings by cell phones, tapes, or any other recording devices. Furthermore, the existence of any such material which comes to the attention of an administrator shall be disclosed to the employee prior to proceeding with a District Investigation.
- f. Any recordings obtained outside of a teacher's student contact time cannot be the sole basis, or an evidentiary foundation of an investigation.
- g. Teachers are not responsible for maintaining, distributing, or performing any other work-related tasks with recordings.
- h. Those teachers who currently have recording devices in their classrooms will be notified within 3 working days.