

# REGULATION

**NORTHVALE  
BOARD OF EDUCATION  
PROPERTY**

**ELECTRONIC SURVEILLANCE IN SCHOOL  
BUILDINGS AND ON SCHOOL GROUNDS  
R 7441/Page 1 of 4  
M**

**R 7441 – ELECTRONIC SURVEILLANCE IN SCHOOL  
BUILDINGS AND ON SCHOOL GROUNDS**

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used in the school building and on school grounds.

**A. Recording and Notice**

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.
3. Signage will be posted in a prominent public place in the school building or on school grounds where surveillance devices may be used.

**B. Students Records and Notice**

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Education and Privacy Act (FERPA) and the Individual with Disabilities Education (IDEA) Improvement Act. Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

**C. Staff Records and Notice**

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.



# REGULATION

**NORTHVALE  
BOARD OF EDUCATION  
PROPERTY**

**ELECTRONIC SURVEILLANCE IN SCHOOL  
BUILDINGS AND ON SCHOOL GROUNDS  
R 7441/Page 2 of 4  
M**

D. Storage/Security

1. All recordings will be archived and secured to ensure confidentiality.
2. Recordings will be retained in accordance with the New Jersey Department of the Treasury – Records Management Services – Records Retention Schedules and will be erased or discarded, unless there is a legitimate reason for retaining such recording for review, upon receiving prior authorization from Records Management Services.

E. Use

1. The determination of the location of surveillance devices shall be made by the Superintendent or designee.
2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

F. Viewing or Listening

1. Initial viewing or listening to recordings will be done by the Superintendent or designee.
2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the Superintendent or designee.
3. Only the portion of the recording concerning a specific incident will be made available for viewing.
4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.



# REGULATION

**NORTHVALE  
BOARD OF EDUCATION  
PROPERTY**

## **ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS**

**R 7441/Page 3 of 4  
M**

5. All viewing will be in the presence of the Superintendent or designee.
  6. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district pupil records policy and procedures and district personnel records policy, procedures and applicable labor agreements.
- G. Law Enforcement Memorandum of Understanding (MOU) (N.J.S.A. 18A:41-9)
1. In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include, but need not be limited to, the following:
    - a. The designation of individuals who shall be authorized to view live streaming video;
    - b. The circumstances under which the designated individuals would view live streaming video; and
    - c. A detailed plan for preventing and detecting unauthorized access to live streaming video.
  2. In the event the district and law enforcement authority are unable to reach an agreement regarding any provision required to be included pursuant to G.1.a.-c. above, the County Prosecutor shall make the final determination.
  3. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that is not equipped with such equipment.



# REGULATION

**NORTHVALE  
BOARD OF EDUCATION  
PROPERTY**

**ELECTRONIC SURVEILLANCE IN SCHOOL  
BUILDINGS AND ON SCHOOL GROUNDS  
R 7441/Page 4 of 4  
M**

- H. Purchase, Maintenance, Replacement of Equipment/Supplies
  - 1. The School Business Administrator/Board Secretary or designee will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

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