

## Video Surveillance Acknowledgement Form

### **Purpose and Scope**

This document regulates the use of surveillance cameras to protect the legal and privacy interests of the Plum Borough School District. This document applies to all PBSB persons and organizations in the use of surveillance systems and devices for monitoring and/or recording activity.

### **Access and Use**

- a. Only authorized personnel, as determined by administration, will be involved in or have access to surveillance camera data.
- b. Appropriate use and confidentiality must be maintained by authorized users.
- c. When an incident is suspected to have occurred, only authorized personnel may review the images from surveillance camera data.
- d. Only the Superintendent or his/her designee may authorize copies of surveillance images.
- e. Personnel are prohibited from using or disseminating information acquired from security cameras, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official and law enforcement purposes.
- f. Users are not permitted to share login information.
- g. Users are not permitted to record footage for any reason other than official school business.
- h. All requests to release of surveillance records must be authorized by the Superintendent or his/her designee.

By signing this document, you acknowledge that you understand policy 815 and its components, specifically the aforementioned statements and will not share your login credentials with any other individuals.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Board Approved: May 25, 2017