

Acceptable Use Policy: Access and Use of Security Camera Footage

Purpose

The purpose of this policy is to ensure that all school employees with access to security camera footage do so in a manner that respects student and staff privacy, complies with legal standards, and supports the safety, security, and orderly operation of the school.

Scope

This policy applies to all employees of St. Croix Preparatory Academy who are granted access to view security camera footage.

Authorized Use

Employees may only access camera footage under the following conditions:

- To investigate a specific safety or security concern (e.g., altercations, vandalism, theft, unauthorized access).
- When directed by an administrator or law enforcement official.
- To monitor areas for ongoing safety issues (e.g., supervision during arrival/dismissal).
- As part of an administrative investigation involving staff, students, or visitors.

Access Guidelines

- Viewing access is limited to designated staff as approved by the Executive Director.
- Access to footage must be **purpose-driven**, not casual or curiosity-based.
- All viewing must occur on school devices and in a private or professional setting—not in public or shared areas.
- Employees may not save, download, or share footage unless specifically authorized by the Executive Director or their designee.
- If footage must be shared for investigation or documentation purposes, it must be shared securely and only with authorized individuals.

Prohibited Use

Employees may **not**:

- Access footage for personal reasons or to monitor individuals without cause.
- Use footage to settle personal disputes or circumvent proper reporting/investigative procedures.
- Share footage with unauthorized staff, parents, students, or the public.
- Record, screenshot, or photograph footage using personal devices.
- Use footage in any manner that violates FERPA, data privacy laws, or professional ethics.

Logging and Oversight

- All access may be logged and subject to review.
- Leadership reserves the right to audit usage and investigate any potential misuse.
- Misuse of camera footage access is a serious matter and may result in disciplinary action, up to and including termination.

Reporting Concerns

If an employee becomes aware of inappropriate or unauthorized use of security camera footage, they must report it to the Executive Director or Human Resources immediately.

Acknowledgment

All employees with access to security footage must review and sign this policy annually.

Employee Printed Name

Employee Signature