



NOCCA Security Camera System Access and Acceptable Use Policy

NOCCA believes it is essential to provide a safe, secure physical environment for its students, employees, and outside visitors. The purpose of this policy is to outline appropriate installation and access to NOCCA's security camera systems, along with the acceptable use of those systems.

POLICY

Camera System Installations

Locations should provide the most useful video footage for campus safety and protection of property, including but not limited to: Entryways, stairwells, hallways, traffic crossing locations, and general-use areas.

Cameras should not be placed in areas where there is a reasonable expectation of privacy. Including but not limited to: Restrooms, changing areas, classrooms, private offices, and conference rooms.

Camera System Access

Access will be restricted to select school administrators and the campus security team. Employee access will be determined by the NOCCA President/CEO in alignment with each employee's job function. Training on how to use the camera system will be provided to employees when granted access. Annual refresher training will be provided to employees who maintain access for over a year. A list of individuals with access to the camera system will be maintained by the school for internal purposes.

Camera System Acceptable Use

All camera system video is property of NOCCA and should not be shared without approval as outlined in this policy or as required by law. Recording, duplicating or allowing access to security camera footage in a manner that is not in alignment with one's job function and training is prohibited. Individuals who are found to have abused their privilege of the

camera system will have access revoked and face disciplinary action, up to and including termination.

Viewing by Outside Entities:

In order to maintain the privacy of our students, faculty, staff and property, the viewing of video footage by outside entities must be approved as outlined below.

Security and surveillance video recordings that do not depict, capture, or record students may be disclosed to parents or legal guardians of the school, law enforcement officials, or bona fide news gathering organizations covering an incident upon written request to the NOCCA President/CEO. The President/CEO will respond to the request in a reasonable amount of time. Representatives of bona fide news gathering organizations shall submit their credentials, verifiable documentation of employment, and the purpose for their request with their written request.

A “bona fide news gathering organization,” for purposes of this policy, is defined as:

- (a) A newspaper, or news publication, printed or electronic, of current news and intelligence of varied, broad, and general public interest, that has been published for a minimum of one year and that can provide verifiable documentation of membership in a statewide or national press association, as represented by an employee thereof who can provide verifiable documentation of his or her employment with the newspaper, wire service, or news publication.
- (b) A radio broadcast station, television broadcast station, cable television operator, or wire service as represented by an employee thereof who can provide verifiable documentation of his or her employment.

Security and surveillance video recordings that depict students may be disclosed only in compliance with the Federal Educational Rights and Privacy Act (FERPA) and other applicable federal and state laws.

Parents and legal guardians may view surveillance and security video recordings of their child. The parent’s or legal guardian’s viewing will be limited to only those portions of the video recording that depict their child. Parents and legal guardians shall submit requests to view surveillance and security video recordings to the NOCCA President/CEO in writing, specifying the recording that they wish to inspect and state the purpose for the

inspection. Copies of the video depicting their child will not be given to parents and legal guardians.

Security and surveillance video recordings that depict students may also be disclosed to law enforcement officials in circumstances compliant with FERPA and other applicable laws. This includes, but is not limited to, the disclosure of recordings of students pursuant to a lawfully-issued subpoena or when it is determined that the information is necessary to protect the health or safety of the student or other individuals.

~~Law enforcement agencies may request video footage to assist in ongoing investigations. Requests should be made in writing to the NOCCA President/CEO for approval.~~

~~News organizations may request to view footage to assist with media stories or news investigations. Any request must be submitted by a bona fide news gathering organization as defined in section C.2 of RS 44:3.1.1. Requests must be made in writing and approved by the NOCCA Director of Communications and Campus Use.~~

~~A parent or legal guardian of a student may request to see footage of a documented incident involving the student. Requests should be made in writing to the NOCCA President/CEO for approval.~~

All other entities should submit a request in writing to the NOCCA President/CEO for approval.

Emergency Situations:

Given the time-sensitive nature of emergency situations, approval from school administration may not always be possible. If there is a current or potential threat to campus safety, individuals with access to the camera system may allow viewing by emergency responders or law enforcement. This can include but is not limited to: active shooter, suspicious individuals on campus, natural disasters, medical emergencies and dangerous animals on campus.

Live Video Recording Retention

Video footage is stored locally on each camera device. Video footage will be stored for 30 days from the time of recording on each camera. Security footage older than 30 days will be automatically overwritten by new footage unless archived as outlined below.

Archived Video Retention

There may be instances where video footage needs to be archived for review at a later date. Archived footage should remain on the security camera system and follow the same rules for viewing as outlined in this policy. Archived footage should never be downloaded to a personal or work device without approval from school administration.

Special Education Classrooms

NOCCA does not currently have ~~classrooms with significantly cognitive-impaired students, nor does it have~~ self-contained classrooms. Under compliance of [RS 17:1948](#), if self-contained classroom or other special education setting in which a majority of students in regular attendance are provided special education and related services and are assigned to one or more self-contained classrooms or other special education settings for at least fifty percent of the instructional day were being utilized, a parent or legal guardian may request camera installation in these settings.

Parent or legal guardian requests for camera installation in classroom settings identified in [RS 17:1948](#) should be made in writing to the President/CEO of NOCCA.

All rules concerning camera placement, access to information, and retention will follow NOCCA policies for cameras. Written notice would be made to all who access the room.