

NEW MEXICO SCHOOL FOR THE ARTS  
HIGH SCHOOL

**SURVEILLANCE CAMERA POLICY**

**OVERVIEW:**

The New Mexico School for the Arts – Charter School (the “School”) is a New Mexico statewide public high school. It is the intent of the School to adhere to all applicable laws and regulations governing the use of surveillance cameras in the school. This Surveillance Camera Policy is adopted for the purpose of taking reasonable steps to safeguard the students of the School.

The Governing Council authorizes the use of video surveillance equipment on the School site to enhance the safety of students and others on school premises and to deter inappropriate behavior.

In dealing with surveillance of students and employees, the Governing Council recognizes both its obligation to provide appropriate levels of supervision in the interests of safety and the fact that students and employees have privacy rights that are reduced but not eliminated while under the supervision of the School. Thus video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

A video recording is subject to the provisions of the Family Education Rights and Privacy Act (FERPA).

**USE:**

Video surveillance cameras may be used to monitor and/or record in locations authorized by the Head of School. Public notification signs must be prominently displayed, indicating the use of video surveillance. Video surveillance shall not be used in an instructional unless it is authorized by the Head of School when there are specific circumstances that require additional need of video surveillance cameras for safety purposes.

Video surveillance shall not be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., bathrooms, private conference/meeting rooms). The Head of School may only authorize any exception to this if a pressing need outweighs the privacy interest of the student or other person likely to be observed and no other supervision option is feasible. Such surveillance may not be authorized on an ongoing basis.

**SECURITY**

Only a designated employee or agent of the School will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are school administrators and school employees designated by the Head of School. Only these school officials shall handle the camera or copies of video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved by this policy and/or relevant legislation.

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Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school administrators, school officials, or school staff members with a direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operations of the system (for technical purposes only).

#### RETENTION OF VIDEO RECORDINGS

If an incident occurs on school property that results in a suspension or expulsion, a student injury, or possibly results in a legal claim against the school and there is a video recording of that incident, then a copy of the video recording shall be kept in a secure location.

Video recordings shall be maintained for at least one (1) year and then erased unless they are being retained for a specific purpose.

#### REVIEW


The Head of School is responsible for the proper implementation and control of the video surveillance system. The Head of School shall conduct an annual review to ensure that this policy and these procedures are being followed.

This Surveillance Camera Policy was amended by resolution of the Governing Council of the School, effective as of August 5, 2014.

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ATTEST;

  
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SHERRY THOMPSON, Chair  
of the Governing Council

  
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PAULA TACKETT, Secretary  
of the Governing Council

Legal Reference:     22-5-4 NMSA  
                             22-5-14 NMSA