



EXCELLENCE WITHOUT EXCUSES

CHARTER DAY SCHOOL, INC.

February 20, 2020

To: All Staff of Charter Day School, Columbus Charter School, Douglass Academy, and South Brunswick Charter School

From: Charter Day School, Inc. Board of Trustees

Memo: CDS, Inc. Board Policies Handbook Amendment #0200220

Technology Policy (Pages 18-22):

10. Video Camera Usage

The School maintains video cameras in classrooms and other selected locations. These cameras are typically used by instructional personnel and School administration on a real-time basis to coach teachers or for other educational purposes. The cameras are also for health, safety, and security. The cameras record both audio and video and store these recordings for a limited number of days before being written over.

Headmasters, Assistant Headmasters, Deans, Coaches, and a limited number of administrative personnel are the only authorized staff that have access to the cameras and recorded audio and video which are to be used only for the following purposes:

- Observing students at any time
- Observing teaching personnel while delivering instruction
- At the Headmaster's discretion, a parent/guardian may be allowed to observe the actions and behaviors of their own child during instructional times with the Headmaster or their designee present.

Short recordings may be retained by the Law Enforcement Unit (LEU) Officer for health or safety purposes. Records created by the LEU shall be maintained by the LEU in separate, restricted files, and shall constitute law enforcement unit records for the purposes of FERPA. Law enforcement unit records are not considered student education records. Such records may be disclosed to appropriate authorities for the purposes of law enforcement, to maintain the physical security and safety of the School, or for any other lawful purpose.

No person is ever authorized to observe school personnel while on break or engaged in conversations with other personnel unless requested by the person(s) being observed. Unauthorized observation is a serious breach of school policy.