



VIDEO RELEASE POLICY

OPERATING | 500.552

Last Evaluation

12/4/23

Executive Staff Approval

1/22/24

Board Approval

8/22/24

1. Policy Purpose

To ensure the responsible and ethical use of video content, protecting the privacy and rights of individuals, while promoting the positive representation of the college and its educational activities.

2. Definitions

Camera – Any digital or analog device that can capture or transmit visual images designed to monitor a specific area, including but not limited to video cameras, still cameras, cellular telephones, webcams, and electronic surveillance systems and computing devices.

Campus – MTECH campuses and other owned or controlled properties, buildings, or facilities, including locations where an official MTECH activity is being held.

Private Spaces – Areas in which individuals have a reasonable expectation of privacy, including but not limited to restrooms, locker rooms, and dressing rooms.

Video Surveillance – Viewing, recording, or making available for viewing visual images of campus in the form of photographs, video recordings, live feed, or in other formats.

Video Surveillance System – All components of video surveillance, including hardware, software, camera installations, recording protocol, monitoring, etc.

3. Policy

- 3.1 MTECH conducts appropriate video surveillance on its campus in a professional, ethical, and legal manner in order to assist in providing public safety and security for MTECH students and staff, as well as for ensuring academic integrity, operational effectiveness, and compliance with College policy. This policy regulates all video surveillance on the MTECH campus and applies to all employees and students as well as campus visitors.
 - 3.1.1 All public areas of MTECH campuses are subject to video surveillance for the purposes set forth above.
 - 3.1.2 Except as directed by lawful court order, video surveillance cameras will not be directed at private spaces on or off campus.
 - 3.1.3 Use or installation of camera or video equipment by persons for the express or implied purpose of surveillance is subject to this policy.
 - 3.1.4 Use or installation of video or camera equipment for purposes other than surveillance is not subject to this policy. Non-surveillance purposes include but are not limited to academic instruction, video conferencing, recording and/or transmission of public events or performances, use of web and mobile phone cameras, etc.

- 3.2 MTECH operates a video surveillance system to manage all video surveillance installations and centralize viewing and recording of video feeds. This system is operated by and its uses are directed by the MTECH Safety and Security Department and the Technology Department.
 - 3.2.1 MTECH Safety and Security Department and Technology Department operate the video surveillance system under the direction of the MTECH Vice President of Administrative Services. All video surveillance installations are controlled by the Safety and Security Department and the Vice President of Administrative Services.
 - 3.2.2 The Safety and Security Department and Technology Department will maintain site installation standards and are responsible for installation and technical maintenance of video surveillance sites.
 - 3.2.3 Other specialized video surveillance systems for a specific purpose incompatible with the central video surveillance system, or any other video surveillance installed on MTECH premises for any purpose must be approved by the Safety and Security Team and the Vice President of Administrative Services.

- 3.3 Access for employees to view live video surveillance feeds must be in conjunction with their job duties and approved by the Safety and Security Department. Access to surveillance feeds must be based on an employee need-to-know basis.

- 3.3.1 The MTECH Safety and Security Department shall have access to all live surveillance feeds only as it directly relates to the performance of their duties to provide public safety and security, including safeguarding MTECH property and assets.
 - 3.3.2 The Technology Department shall have access to all live surveillance feeds only for the purposes of installation and maintenance of surveillance sites.
 - 3.3.3 Access to the live surveillance feeds of the building exteriors may be provided to local Police departments with the approval of the Safety and Security Department.
- 3.4 Access for employees to view or export recorded video feeds must be approved by the Safety and Security Department.. The Technology Department may access recorded video feeds to the extent necessary to test and maintain the stored data.
- 3.5 Recorded video data may only be used for the following purposes.
- 3.5.1 Investigations of actual or potential criminal actions, MTECH policy violations, loss or misuse of college property, security issues, safety concerns and/or accidents.
 - 3.5.2 Investigations involving academic integrity and/or academic or professional misconduct.
 - 3.5.3 Compliance with court orders, search warrants, subpoenas, and law enforcement requests issues lawfully under Federal regulations of State law.
 - 3.5.4 Other circumstances, including public records requests, approved by the College President or Vice President of Administrative Services.
- 3.6 Any employee or student of MTECH may submit a written request to the Vice President of Administrative Services to change the location or limit the visual range of video surveillance equipment based on a belief that use of the equipment infringes on that individual's reasonable expectation of privacy or protected rights.
- 3.6.1 Specific information regarding the location, the right believed to have been infringed, and how the installation infringes on that right is required.
 - 3.6.2 The Vice President of Administrative Services or his/her designee may issue a decision, which may not be appealed.

4. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
8/23/2022	9/6/2022	10/19/2022
12/4/2023	1/22/2024	8/22/2024