

Policy: Video Recording System	Number: 510.03
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Ingram State Technical College reserves the right to, and intends to, make reasonable use of video recording systems on the premises of each ISTC instructional site. Such video recording systems may be installed and used at any time for legitimate purposes including, but not limited to, the following:

- The security and safety of employees, students, and visitors;
 - The security of facility and other College property;
 - To inhibit vandalism, theft, and other misconduct;
 - To gather and secure evidence relating to any act or allegation of improper conduct; and/or,
 - To gather and secure evidence relating to any on-campus accident, or loss of, or damage to personal or state property.
1. The video cameras may be programmed to record continually, periodically, or randomly.
 2. Video recordings gathered through ISTC video recording systems are the property of J. F. Ingram State Technical College.
 3. Video collection equipment will be kept in a secure room and in a locked cabinet, not accessible without the permission of the site administrator.
 4. When video recording is taking place, it shall be clearly marked as to camera number, date, and time recorded.
 5. No video monitoring equipment shall be installed without the prior approval of the President.
 6. Unauthorized access to archived recordings shall be a violation of college policy.
 7. Violation of this policy may result in disciplinary and/or administrative action up to and including, but not limited to, reprimand, suspension, and/or dismissal.

Should any provision or aspect of this policy be of a nature so as to proscribe by any statute or ruling of a court of applicable jurisdiction, then that provision or aspect shall be null and void, but shall not serve in nullifying or invalidating any other provision or aspect of this policy.