

USE OF SECURITY SURVEILLANCE CAMERAS ON DISTRICT PROPERTY**A. Purpose and Scope**

To protect the safety and security of students, employees and authorized visitors to school and administrative sites, to safeguard District facilities and equipment from theft and vandalism, and to enforce District Board policies.

B. Locations Subject to Monitoring

Security surveillance cameras may be used to monitor buildings, exterior campus areas, including but not limited to; parking lots, perimeters, walkways, entrance and exit doors, interior hallways, large open interior spaces, picnic areas, foyers, lobbies, gymnasiums, athletic fields, and stadiums. No video cameras will be installed in classrooms or offices without the prior authorization of the Superintendent.

C. Notice and Authorization To Monitor

Whenever and wherever security surveillance cameras are installed, signs will be posted in conspicuous locations informing people that the buildings and grounds may be under video surveillance.

D. System Operation

1. Security surveillance cameras will be installed both inside and outside of buildings in areas around school campuses and other District owned facilities.
2. Remote control of any security surveillance cameras shall only be made by an authorized system operator or Superintendent Designee.
3. No interior covert security surveillance cameras will be installed without specific cause and prior Superintendent approval.
4. No dummy security surveillance cameras or empty decoy camera domes will be deployed on any District owned property. All installed equipment will be active and connected to the video recording system. Cameras may be offline due to technical issues, maintenance, hardware failures or reconfiguration.
5. The security surveillance system shall not monitor areas where the public, students or employees have a reasonable expectation of privacy. Examples include, but are not limited to: locker rooms and restrooms.
6. There will be no intentional video monitoring or recording of any lawful union activity on District property. This excludes any gatherings that take place in the field of view of existing security surveillance cameras.
7. The use of video recording equipment on District property shall be supervised and managed by the Information Services and Educational Technology Department.

8. Video recording should be reviewed when there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples include, but are not limited to: incidents of property damage, theft, trespassing, personal injury or any unlawful activity.
9. Administrative staff assigned to the security surveillance systems will be required to review and apply these regulations in performing their duties and functions related to the operation of the system.
10. Audio may be part of a video recording if approved by the Superintendent, or designee, for special circumstances. Although the District may use a variety of video cameras with different technical capabilities, no representation is made that all will be capable of audio recording. Unless authorized, all cameras will have the audio functions disabled during normal operations.
11. Students are prohibited from unauthorized use, tampering, or otherwise interfering with video recording and/or video equipment. Discipline for such action will be based on the Student Conduct Code.
12. Staff are prohibited from unauthorized use, tampering, or otherwise interfering with video recording and/or video equipment. Violation of this policy may result in disciplinary action up to and including dismissal depending on the nature and severity of the incident.
13. Staff are prohibited from the use of personal and/or non-District security surveillance equipment on District property. Violation of this policy may result in disciplinary action up to and including dismissal depending on the nature and severity of the incident.
14. The District shall provide reasonable safeguards, which may include, but are not limited to, password protection, managed firewalls, and control of physical access to protect the camera surveillance systems from unauthorized users or unauthorized use.
15. These regulations shall be incorporated into any training and orientation programs. The regulations should be reviewed and updated periodically.
16. Video monitors of the security surveillance recording system shall be located in controlled areas and not be located in any areas that would enable public viewing.
17. Security surveillance recording equipment shall be used in accordance with all school District board policies, including the District's non-discrimination policy and its corresponding regulations relating to privacy and safety.

E. Storage and Security

1. Storage of video recordings will be dependent upon the type of system installed and with the introduction of new technology. There is no maximum storage time defined by this policy.
2. Video recordings held for review of property, staff or student incidents will be maintained in their original form pending resolution. Recordings will then be released for deletion, copied

for authorized law enforcement agencies or retained as required in accordance with established District procedures and applicable law.

3. All recordings or other storage devices that are not in use should be stored securely and in a controlled access area. Access to the storage devices should be possible only by authorized personnel. Logs shall be kept of all access to recordings.

F. Student Records.

1. The District shall treat the video recording of an individual student as part of that student's educational record. Only video that is exported from the video recording system related to a specific incident can be made part of a student record.
2. The District will comply with all applicable State and Federal laws and District Board policies related to record maintenance, retention, and disclosure. All video is stored temporarily in the video recording system and is not archived or backed up.
3. Requests to review video recordings shall comply with all applicable State and Federal laws and Board policies relating to student records and guidelines for responding to public requests for information.

G. Viewing Requests.

All requests for review of video recordings that are considered an educational record or personnel record will be made as follows:

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students and/or District officials with a direct interest in the proceedings as authorized by the Superintendent or designee. Only the portion of the video recording related to the specific incident will be made available for viewing.
2. Approval/denial for viewing will be made within a reasonable amount of time of receipt of the request and communicated to the requesting individual, relative to the severity of the incident.
3. A written log will be maintained for those viewing video recordings, including the date and time of the viewing, reason for viewing, date the recording was made of the incident, location of the camera that made the recording, and signature of the viewer.
4. Video recordings will remain the property of the School District and may be reproduced only in accordance with the law and applicable Board policy.

Legal References

(cf. 4112.6/4212.6/4312.6 - Personnel Records)
(cf. 5125 - Student Records)

Adopted 6-28-11

(cf. 5125.1 - Release of Directory Information)

EDUCATION CODE

32020	Gates to School Grounds
32211	Willful Disturbance, Public Schools or Meetings
32228-32254	School Safety and Security
32280-32288	School Safety Plans
35160	Authority of Governing Boards
35160.1	Broad Authority of School Districts
38000-38005	Security Patrols
49050-49051	Searches by School Employees
49060-49079	Pupil Records, Rights of Parents, Privacy of Pupil Records
51512	Electronic Listening or Recording Device

PENAL CODE

469	Unauthorized making, duplicating or possession of key to public building
626-626.10	Disruption of Schools
627-627.10	Access to School Premises
632	Eavesdropping on or recording confidential communications
635	etc.
647 (k)	Disorderly Conduct
653	Loitering; School Grounds

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

CONSTITUTION OF THE UNITED STATES

U.S. Constitution, 4 Amendment

UNITED STATES CODE, TITLE 20

20 USCA 1232(g) Family Educational Rights and Privacy Act

COURT DECISIONS

New Jersey v. T.L.O. (1985) 469 U.S. 325

New Jersey v. T.L.O. (1989) 485 U.S. 325

ATTORNEY GENERAL OPINIONS

84 Ops. Cal.Atty. Gen. 146 (2001)

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)