

## VIDEO SECURITY CAMERAS ON DISTRICT PROPERTY

### Acquisition of Video Camera Recording Equipment

- A. All video recording cameras, equipment or accessories shall be approved by the **Director of Information Technology Services** or their designee before the purchase or acquisition and placing the equipment into service.
- B. All video recording cameras and equipment shall be purchased in accordance with district purchasing protocols.
- C. All video recording cameras, equipment and accessories shall be the property of the district. No privately owned cameras or video recording devices can be installed on district property or in district facilities.

### Placement of Cameras

- A. School district grounds, buildings, facilities and property (buses See Policy 6608 & 6608P) may be equipped with video recording cameras. Cameras may only be placed in common areas where there is NOT a reasonable expectation of privacy, such as parking lots, entrances, exits, hallways, lobbies, gymnasiums, cafeterias, libraries, and other publicly shared or areas. Cameras should not be placed in classrooms unless approved by the Superintendent or designee for security monitoring concerns. Cameras will not be used for teacher evaluation purposes.
- B. Video cameras shall not be placed in areas where there is a reasonable expectation of privacy, including locker rooms and restrooms.
- C. Only personnel (i.e. contractors, Information Technology or facilities staff) authorized by the **Director of Facilities & Operations** (or their designee) shall install, adjust, maintain or disassemble video cameras or any related equipment. The Administrator of the building and Director of Security will be notified of the placement of the camera(s) prior to the installation.
- D. All locations where video cameras may be utilized shall have signs notifying staff, students & visitors that video cameras may be in use.
- E. Only district and school administrators, district security officers, school resource officers (when working for the school district) and information technology staff shall have access to the video cameras, monitor, or monitoring tools and be permitted to operate the controls.
- F. Designated staff members may be given access to specific cameras for specific District approved monitoring purposes (i.e. Agriculture building, salmon tank, student store, etc.)
- G. Video cameras shall only monitor and/or record video images. In accordance with federal and/or Washington State laws, audio shall not be monitored or recorded.
- H. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment. Violations will be subject to appropriate disciplinary action consistent with applicable district policies and regulations and may include, but not be limited to, written reprimand, suspension, demotion or dismissal for staff and suspension and/or expulsion for students, depending upon the nature and severity of the incident.

### **Use of Video Recordings**

The district may use video cameras and recordings for the purpose of:

- A. Promoting a safe school environment;
- B. Deterring criminal activity;
- C. Exonerating students and employees or for discipline proceedings;
- D. Protecting of district property;
- E. Promoting compliance to all district legal and administrative directives; and
- F. Assisting in inquiries and proceedings related to appropriate law enforcement purposes.

### **Protection of Information and Disclosure**

#### **A. Video Monitoring and Viewing:**

- 1) Only district administrator(s), school administrator(s), district security officers, information technology, facilities and School Resource Officers (when working for the district) shall have access to video monitoring devices while they are in operation.
- 2) Video monitoring should be in a controlled access area.
- 3) Recordings shall be viewed on a need-to-know basis and in such a manner to avoid unintended public viewing.
- 4) Camera operators shall have a legitimate and authorized purpose for monitoring the system.

#### **B. Release of Video Recording to Individual or Entity Outside of the School District:**

- 1) Video recordings shall be maintained in accordance with state law.
- 2) Requests for release of video recordings shall be submitted to the district's public records officer consistent with the provisions of the Public Records Act.
- 3) Public records request for video recordings shall be processed by the district's public records officer consistent with state law, including redaction of non-releasable content.

#### **C. Court Order or Subpoena:**

- 1) The district will comply with any lawful court authorized subpoena or search warrant requiring the release of video recordings.

#### **D. Family Education Rights and Privacy Act (FERPA):**

- 1) School-based video surveillance recordings involving students may be considered education records protected by Education Code 49061 and the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. 1232f – 1232i and F.S. 1002.22. FERPA affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records. FERPA requires that the school comply with a parent's request for access to the student's records within 45 days of the receipt of a request. Generally, a school is required to provide copies of education records to a parent if the failure to do so would prevent the parent from exercising the right to inspect and review the records.

- 2) Parent requests under FERPA should follow the Public Records Act process (Section B) to maintain documentation and adherence to processes and timelines.

### **Notice of Use of Video Systems**

Where video cameras have been installed, signs will be posted of the presence and use of video equipment and recordings to inform students, staff and visitors of camera use.

- A. Students and their parents shall be informed in writing by the district each year that the district may utilize video cameras in public locations such as parking lots, entrances, exits, hallways, lobbies, gymnasiums, cafeterias, libraries, and other publicly shared or common areas.
- B. All district employees and volunteers shall be informed of the district's video camera policy and procedures through public signage.

Recommended Signage similar to:

#### **VIDEO SURVEILLANCE ON CAMPUS**

School District buildings and grounds are equipped with electronic surveillance for the safety of students, staff and visitors. Your actions may be recorded and preserved.

### **Custody, Control, Retention and Disposal of Video Records/Recordings**

- A. The District will retain custody and control of all original video recordings.
- B. With the exception of records/recordings retained for criminal or civil cases, safety, security investigations, public disclosure request or evidentiary purposes, the district will not maintain recordings for more than thirty (30) days, unless required to do so by state law.
- C. The district will make reasonable efforts to ensure the security of recordings in its control and ensure their safe and secure disposal.

**Note:** Video Cameras on buses are authorized and controlled in Policy and Procedure 6608 & 6608P.

Adoption Date: September 7, 2022