

Procedure – Use of Video Surveillance Cameras on School Property

A. Definitions

Video Cameras: Video camera is the term used in these procedures to refer to the equipment used to capture images, regardless of the format or nature of such equipment.

Videotape: Videotape is the term used in these procedures to refer to the images captured by the video cameras used by the district pursuant to these procedures, regardless of the format or nature of the technology used to capture the images.

B. Purpose of Video Cameras

1. The district may use video cameras:
 - a. To protect district property;
 - b. To foster the safety and security of students, staff, volunteers, and visitors while at school, school-provided buses, or participating in school functions;
 - c. To deter and prevent criminal activity; and
 - d. When appropriate, for specific student discipline or other corrective action(s).

C. Placement of Video Cameras

1. School district buildings and grounds may be equipped with video cameras in areas where the district has determined cameras are necessary as a result of prior property damage or security incidents and conspicuously placed signs notifying individuals that their actions may be recorded by a video camera.
 - a. Video cameras placed outside shall be positioned only where it is necessary to protect facilities and equipment or to provide for the personal safety of individuals on school grounds or premises.
 - b. Video cameras placed inside buildings shall be installed in visible locations.
 - c. Video cameras located inside buildings shall not be placed in areas where students, staff, volunteers, and visitors have a reasonable expectation of privacy, such as locker rooms and restrooms.
2. Each and every school bus owned, leased, contracted and/or operated by the district may be equipped with a fully-enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their actions may be recorded by a video camera. (Refer to SBP 6608: Video Cameras on School Buses)
3. No person may conspire, attempt, and/or act to use in an unauthorized manner, tamper with or otherwise interfere with the placement and/or operations of these videocameras. Persons found by the District to have violated this provision will be subject to appropriate disciplinary and/or legal action.

D. Use of Videotapes

1. Videotapes will be viewed by responsible officials on a random basis and/or when specific incidents have been brought to the attention of those officials.
2. Videotapes may be used to record and/or deter criminal offenses that occur in view of the videocamera(s).
3. Videotapes may be disclosed to appropriate law enforcement officials regarding suspected violations of applicable laws and regulations, as permitted by law.
4. Videotapes may be disclosed to school officials for disciplinary action(s) and/or other corrective actions by school officials.

5. Videotapes may not include audio.

E. Monitoring of Videocameras

1. Video cameras will not be monitored on a continuous basis. Consequently, individuals must not rely on video cameras as a source of emergency or security assistance.

F. Access to Videotapes

1. Only individuals authorized by the Superintendent/designee, or as otherwise authorized by applicable state and/or federal law, shall have access to videotapes.

G. Retention of Videotapes:

1. As a general rule, videotapes are retained for a period of thirty (30) days prior to being deleted and/or copied over.

2. In the event the district has reasonable notice that a particular videotape is related to a legal action, including but not limited to a student discipline matter, the district will retain the videotape for the relevant period of time required by law. At the conclusion of the applicable retention period, the videotape will be destroyed.

CHIMACUM SCHOOL DISTRICT

Adoption Date: March 14, 2018

Revised Dates: