

Tumwater School District Procedures

VIDEO SECURITY ON SCHOOL DISTRICT GROUNDS OR PROPERTY

Camera, Location, Operation and Control

- A. School District grounds, buildings and property, including buses used for District purposes, may be equipped with video and/or sound security cameras (“video security cameras”). Equipment may be placed to record only in areas where there is not a reasonable expectation of privacy, such as parking lots, entrances, exits, hallways, front offices, gymnasiums, cafeterias, libraries, and other public shared, or common spaces.
- B. Video security cameras shall not be placed to monitor areas where there is a reasonable expectation of privacy, including classrooms, locker rooms and restrooms.
- C. Only personnel authorized by the superintendent or designee shall install or adjust video security cameras or related equipment.
- D. Only individuals authorized by the superintendent or designee shall have access to video security cameras, monitors, or monitoring tools and be permitted to operate the controls.
- E. Collective bargaining agreements may further articulate camera locations and recordings. Such agreements will be honored as outlined in said agreements.

Use of Video Recordings

The District may use video security cameras and the resulting recordings for:

- The promotion of a safe school environment;
- Student and employee discipline proceedings;
- The protection of District property;
- Adherence to all District legal, collective bargaining agreements, and administrative directives, including compliance with the Public Records Act for requests to inspect and copy retained video tapes; and
- Inquiries and proceedings relating to law enforcement.

Protection of Information and Disclosure

- A. Video Monitoring and Viewing
 1. Only designated staff and members of law enforcement shall have access to video monitoring devices while they are in operation.
 2. Video monitoring should be in controlled access areas whenever possible.
 3. Recordings shall be viewed on a need-to-know basis only, and in such a manner as to avoid public viewing.
- B. Release of Security Video to Individual or Entity Outside of the School District
A person requesting release of a video recording shall submit to the District’s Public Records Officer a request consistent with the provisions of the Public records Act. Such requests will be considered on a case-by-case basis.

Notice of Use of Video Systems

Signs that advise users of monitoring by video security equipment will be posted in each building, and notice provided to school bus riders in the “Bus Safety Rules” publication.

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

The District will retain custody and control of all original video recordings not provided to law enforcement. With the exception of records retained for criminal, safety, or security investigations or evidentiary purposes, the District will not maintain recording for more than fourteen (14) days. The District will make reasonable efforts to ensure the security of recordings in its custody and ensure their safe and secure disposal.

Applicability

This procedure does not apply where a law enforcement agency presents a search warrant authorizing the agency’s installation of video or audio security on District property.

IMPLEMENTED: 1/18/18

REVISED:

Cross References:	Policy & Procedure 3240	Student Conduct
	Policy 6520	Video Security on School District Grounds or Property