

Procedure 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 security cameras. Equipment may be placed 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 locker rooms and restrooms.
- C. Only personnel authorized by the superintendent 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. Video security cameras shall monitor and/or record only video images. In accordance with federal and/or state laws, audio shall not be monitored or recorded by video security cameras except on school buses.

Requests to use video security shall be submitted to the superintendent for review and approval. The request to use such equipment should be set forth in writing and explain:

- Why the equipment is needed, including supporting data;
- The time period the equipment would be used;
- The date of the request; and
- The name, title, and signature of the requester.

Collective bargaining agreements should be reviewed and any use of video security cameras shall follow such agreements.

Use of Video Recordings

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

1. The promotion of a safe school environment;
2. Student and employee discipline proceedings;
3. The protection of district property;
4. Adherence to all district legal and administrative directives; and
5. Inquiries and proceedings relating to law enforcement.

The district shall not use video security cameras for other purposes unless expressly authorized by the superintendent.

Protection of Information and Disclosure

A. Video Monitoring and Viewing:

1. Only the district or school administration, campus security 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 wherever 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

- A. Signs advising users of the presence of video security equipment will be posted.
- B. Students and their parents shall be informed in writing by the district each year that the district may monitor activity at designated monitoring points.
- C. All staff shall be informed of the district's video security policy and procedures by district or school administration.

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 recordings for more than thirty (30) 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.

This procedure does not apply to the monitoring of use of the district's technology system, which is governed by Board Policy and Procedure 2022 and.

Review

The effectiveness of the video security operations shall be reviewed on a regular basis by the superintendent or designee. This procedure replaces all prior procedures or protocols.

Cross Reference: Board Policy 6505 Video Security on School District Grounds or Property

Adoption Date: **07.2024**

Classification: **Discretionary**

Revised Dates: