



YREKA UNION SCHOOL DISTRICT VIDEO SURVEILLANCE POLICY

Board Members:

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Superintendent:

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Yreka Union School District's video surveillance policy is designed to make certain legal and professional use of video surveillance cameras in accordance with school security standards. It reflects how and when an authorized person can view and control video surveillance systems. Such policies should include reasonable procedures to preserve data related to any incident including the violation of school security standards, staff and student safety. The video surveillance policy must cover the issues of privacy, fair disclosure and appropriate use of surveillance systems.

The Governing Board is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting District property, facilities and equipment from vandalism and theft.

Accordingly, the Superintendent or designee shall develop campus security procedures which are consistent with the safety and security goals and objectives of the district and the site-level comprehensive security plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

SECTION I: STUDENT RECORDS

Recorded images of an identifiable student that are not maintained by the District will not be considered student records. To the extent that any image from the District's surveillance system creates a student record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law and Board policy. The current lifecycle for recordings is 30 days.

Recorded images obtained by the District will be viewed by the Superintendent or approved administrative designee as necessary. The District may rely on the images obtained by the surveillance cameras consistent with the enforcement of Board policy, administrative regulations, building rules, and other applicable laws including, but not limited to, student and staff disciplinary proceedings and matters referred to local law enforcement agencies in accordance with Board policy and applicable law.

A recorded image of an identifiable student that is directly related to a student and maintained by the District is considered a pupil record under the Education Code and an education record under FERPA for the specific student for whom it is being maintained.

Accordingly, these images may be shared with parents/guardians or students whose images are on the recording and with outside law enforcement authorities, are required by law and deemed appropriate by the Superintendent or designee.

The Superintendent or designee(s) may show security surveillance recordings to the following entities without prior parental consent, subpoena, or court order under the following conditions:

1. The Superintendent or designee at the request of a school principal or District administrator;
2. A judge, probation officer, or district attorney who is participating in or conducting a truancy mediation program, or is participating in the presentation of evidence in a truancy petition;

3. The district attorney's office for consideration against a parent or guardian for failure to comply with the Compulsory Education Law;
4. A probation officer, district attorney, or counsel of record for a minor for purposes of conducting a criminal investigation or investigation in regard to declaring a person a ward of the court or involving a violation of a condition of probation;
5. Appropriate persons predesignated by one or both parent(s)/guardian(s) in writing, in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of a pupil or other persons;
6. An image depicting an identifiable pupil, after determination by the Superintendent or designee, as appropriate for disclosure, may be also shown to a peace officer who has been identified by the officer's agency in writing in connection with an active investigation in order to protect the health and safety of the pupil or other individuals; and
7. School administration or staff assigned to a particular school may view recorded images with expressed approval from the Superintendent and/or designee when there is a reasonable suspicion that the image depicts an even or action related to a crime or violation of school rules, or the image depicts a situation constituting a health or safety emergency requiring immediate action to protect the pupil or other individuals.
8. Law enforcement officers working directly with the district to remedy a district issue or concern.

SECTION II: PERSONNEL RECORDS

To the extent that any image from the District's surveillance system creates a personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with the law, Board policy, administrative regulation, or any applicable collective bargaining agreements.

Recordings of District employees maintained by the law enforcement shall not be deemed "personnel records" within the meaning of the California Public Records Act. However, where copies of recordings that directly relate to a District employee (e.g. they show an employee engaging in conduct relevant to a disciplinary investigation) are released to District officials authorized to receive such records, the copies will be treated by District officials as "personnel records" within the meaning of the California Public Records Act, to the extent required by law.

Video recordings that are directly related to an identifiable District employee that are deemed worthy of preservation by the District for a specific purpose, such as an employee disciplinary proceeding, shall be deemed "personnel records" and shall be maintained as such in accordance with District policies. District employees shall have access to these records in accordance with District policies.

SECTION III: GENERAL PROTOCOL

1. Camera Placement:

The Superintendent or designee can approve the location of cameras. Camera installations will only be located in public areas, such as hallways, athletic areas, large public gathering spaces, parking lots and public walkways. The purpose of these installations is to monitor public areas to provide a safe and

secure environment for all students, staff and visitors. The cameras shall not be placed in areas where there may be a reasonable expectation of privacy (e.g. restrooms, locker rooms, private offices, department offices, conference rooms, staff lounges).

- a.) All requests to install a camera must be in the form of a written request (Request for Camera Installation Form).
- b.) In consultation with industry experts, staff, and relevant public agencies, the Superintendent or designee will identify appropriate locations for the placement of surveillance cameras. Cameras are to be placed only by District authorized staff or vetted contractors/installers. No cameras are to be placed without proper written authorization from the Superintendent or designee. Cameras will not be placed in areas where staff, students, or visitors have a reasonable expectation of privacy. Cameras may be used to monitor buildings, and exterior campus areas, including but not limited to: parking lots, perimeters, walkways, stairwells, entrance and exit doors, interior hallways, large open interior spaces where persons may congregate, cafeterias, multipurpose rooms, picnic areas, gymnasiums, and other areas the Superintendent or designee deems appropriate. The Superintendent shall notify the Board if the Superintendent designates locations for cameras in areas deemed appropriate other than those specifically identified in this paragraph.
- c.) Concealed or non-working cameras will not be used on school grounds or District vehicles. Any audio capability on the District's surveillance equipment will be disabled so that sounds are not recorded. Prior to the operation of the surveillance system, the Superintendent or designee will ensure that signs are posted in conspicuous areas so that students, staff, and visitors are reasonably informed that the facility uses video surveillance equipment. These signs will state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time.
- d.) The Superintendent or designee shall also provide prior written notice annually to students and parents/guardians about the District's surveillance system, including the sites where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings and that matters captured by the surveillance camera(s) may be referred to local law enforcement, as appropriate under Board policy or required law. Students and staff shall not tamper or interfere with surveillance equipment and those that do may be subject to disciplinary measures.
- e.) Additionally, permanent interior and exterior camera installations will be permitted in public areas at all schools. These installations will NOT be located in classrooms, office areas, locker rooms or bathrooms. The purpose of these installations is to monitor public areas to improve public safety of staff, students and visitors. The cameras will only monitor and record passage in and out of these areas. The recording, viewing and storage of the recorded data will follow the Protocol for Security.

2. Signage and Notification:

Signs will be posted in public entryways to the buildings and at other conspicuous locations informing persons that the building and grounds may be under video surveillance. The District shall notify students, staff and the general public that video surveillance will occur on school property through use of the signage.

3. Limited Access to Recordings:

- a.) The Superintendent or his/her authorized designee shall oversee video surveillance.
- b.) Only individuals authorized by the Superintendent or his/her designee may view the surveillance recordings.
- c.) Police access will be determined in accordance with local, state and federal laws.
- d.) The District Technology department shall only access the cameras to update, troubleshoot, repair, and ensure all cameras are in working order. Any other access shall only be related to ensuring that the system is in working order or training.

4. Viewing:

- a.) Reviewing the recordings will occur only when the Superintendent or designee deems necessary if a crime or infraction is committed inside or outside the building (e.g. vandalism, graffiti, etc.), or there is a claim of an injury or an incident that raises safety or security concerns.
- b.) An audit log is created within the surveillance system and includes the following details; the persons viewing the data, what event triggered the viewing, the date/time viewed, what was found on the recording, whether the data was copied or forwarded.
- c.) Information obtained through video surveillance may only be used for disciplinary investigations, security, law enforcement purposes, or in the course of any legal action or legal investigation.
- d.) No sound is to be monitored or recorded in connection with the video surveillance system.
- e.) Surveillance system misuse shall be addressed on a case-by-case basis by the District. Misuse will be taken seriously and could result in employee discipline, dismissal or release.
- f.) Access to video recordings (live and/or historic) from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee) or designated school employee approved by site administration and Superintendent. Law enforcement (Chief of Police/designee) shall be granted access to video recordings after giving prior notice to the Superintendent/designee.

5. Short Term Data Storage:

- a.) Security camera visually recorded data will be maintained for a maximum of sixty (60) school days and then deleted. In no case shall Yreka Union School District be held liable for the failure to maintain any recorded data for any period of time. All such recordings shall be treated as confidential and shall not be released to individuals or agencies outside of the District except through subpoena or other court order requiring such release.
- b.) Any law enforcement agency may be provided with a duplicate of the recorded materials in conjunction with an investigation by that agency. Notification to the Superintendent's office shall take place for each duplication of data.

SECTION IV: CAMERA USE POLICY

Yreka Union School District will utilize the Security Camera System in public areas of the campuses to enhance the safety, and security in a manner consistent with applicable local, state and federal laws.

1. Intended/Authorized Use

- a. Investigations – To assist in the investigation of potential criminal acts and violations and enforcement of local, state and federal laws including YUSD policies, procedures, rules, regulations and other applicable oversight requirements.
- b. Critical incident response – To assist responders in the safe and effective deployment of resources during a critical incident or other applicable event.
- c. Alarm verification – To assist responders in determining the nature of intrusion alarms, exit door controls, hold-up and panic alarms.
- d. Crowd management – To assist in determining crowd activity and volume during events or in areas of high pedestrian or vehicle traffic. These areas can include: campus grounds, parking lots, roadways, bus stops and recreational areas.
- e. Verification of building access – To assist in verifying the condition of building access points as well as identification of individuals gaining access to the YUSD.
- f. Property protection – To verify the security of building perimeters, entrances, lobbies, corridors. *Real-time monitoring of cameras within the District Security Camera System is neither implied nor guaranteed.*

2. Prohibited Use

- a. Profiling – The practice of targeting individuals based on characteristics including, but not limited to: race, gender, ethnicity, sexual orientation, disability, religion or other protected classifications is prohibited.
- b. Personal interest – The District Security Camera System shall not be used to serve private interests, nor to satisfy personal curiosity.
- c. Tracking/Monitoring Staff - The District Security Camera System shall not be used to monitor or track staff
- d. Privacy – The District Security Camera System shall not be used to interfere with an individual’s reasonable expectation of privacy without legitimate cause and appropriate authorization as required by law.

SECTION V: REQUEST FOR RECORDINGS AND VIEWING REQUESTS BY THIRD PARTIES

The recordings and images from surveillance videos are not designated by YUSD as “directory” images and should not be treated as such. Any request by a third party to view the District’s recorded surveillance that is considered an educational record or personnel record shall be made as follows:

1. All requests must be submitted in writing. Requests must be limited to those parents/guardians, students, and/or District officials with a direct interest in potential disciplinary issues as authorized by the site administrator. Only the portion of the security video recording related to the specific incident will be made available for viewing.
2. Approval/denial for all requests will be made within a reasonable amount of time of receipt of the request and communicated to the requesting individual(s).
3. A written log will be maintained for those viewing security video recordings, including the date and time of the viewing, the reason for viewing, the date the recording was made of the incident, the location of the camera that made the recording, and a signature of the viewer. All viewing of video recordings will take place with an administrator.

4. Security video recordings will remain the property of the District and may be reproduced only in accordance with the law and applicable Board policy.

SECTION VI: DESTRUCTION OF RECORDS

Surveillance recordings not saved for student or personnel records, or for law enforcement proceedings, will not be retained longer than 30 days.

SECTION VII: MONITORING OF LIVE SURVEILLANCE FEED

The Superintendent or designee may authorize monitoring of live feeds from District surveillance cameras for the reasons stated below:

1. Entrance and exit doors where students, staff, parents, visitors may use to enter and exit our campuses.
2. Specific hallways or locations approved by the Superintendent to maintain the safety of the students and staff. The site administrator must provide in writing requests to monitor certain locations including the camera names that are recording live feed. The person monitoring must also be approved by the site administrator and Superintendent/designee to view the live feeds and must adhere to the "Authorized User Agreement". The live screen/monitor, if within school grounds, and also not an exit or entry point, must be protected from non-authorized viewers. Protective measures may include minimizing the camera live screen view when the user is not actively monitoring, computer screen privacy screens, angle or location of desktop computer and screen to be in a certain area to prevent unauthorized views.
3. The incident or threat is on-going and continuing in nature.
4. The nature of the incident is of such magnitude that an immediate call for law enforcement or other public safety personnel presence is warranted. Such monitoring of live video shall be only in the presence of the Superintendent or designee(s), and public safety personnel.
5. A dire emergency is present. A "dire emergency" shall mean a violent attack, crippling natural or human-made disaster, mass destruction, terrorist activity, or threatened terrorist act that poses immediate and significant peril.

More resources:

FAQ2 on Photos and Videos under Ferpa:

<https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa>