

Use of Security Cameras on School District Grounds, Property and Vehicles

Purpose

This procedure directs any use and operation of district security cameras, equipment and recordings, but does not compel the district to use security cameras or give any third party a right of action concerning the use of or failure to use such devices.

Scope

This procedure applies to the Board of Directors, Superintendent, administrators, staff, students, parents, guardians, volunteers and community members.

Procedure

1. GENERAL PROVISIONS

- 1.1. The Superintendent and his/her designee(s) are responsible for managing the placement, installation, use, maintenance and safekeeping of security cameras and video recordings.
- 1.2. The Superintendent is authorized to develop forms and administrative protocols to implement these procedures.
- 1.3. This procedure does not apply to the monitoring of the district's computer and communication network or employee use of that network.
- 1.4. It is a violation of state law to record private conversation(s) without consent. This procedure does not grant unauthorized persons the right to make video or audio recordings on district or school property, vehicles or grounds for security purposes.

2. USE OF SECURITY CAMERA RECORDINGS

- 2.1. The district may use security cameras and the resulting video recordings for the purposes of:
 - (a) Fostering and maintaining a safe learning and working environment.
 - (b) Student and employee discipline proceedings.
 - (c) The protection of district property.
 - (d) Adherence to all district legal and administrative directives.
 - (e) Inquiries and proceedings related to law enforcement.
- 2.2. Security cameras and video recordings will be viewed in response to specific complaints or concerns about incidents that have allegedly occurred or reasonable suspicion that incidents will occur.
- 2.3. The district will not use security cameras and video recordings for other purposes unless expressly authorized by the Superintendent.

- 2.4. Only district personnel or individuals authorized by the Superintendent or designee will have access to security cameras, monitors, or monitoring tools and be permitted to operate the controls and capture or share recordings or still images.

3. CAMERA LOCATION, OPERATION AND CONTROL

- 3.1. School district grounds, buildings and adjacent property, and school buses or other vehicles used for district purposes may be equipped with security cameras.
 - 3.1.1. Equipment may be placed to monitor areas where there is not a reasonable expectation of privacy, such as school buses, school grounds, parking lots, entrances, exits, hallways, front offices, gymnasiums and athletic areas, cafeterias, libraries, classrooms, elevators, and other public, shared, or common spaces.
 - 3.1.2. Security cameras will not be placed to monitor areas where there is a reasonable expectation of privacy, such as locker rooms, changing rooms, private offices, and restrooms.
- 3.2. Only personnel authorized by the Superintendent or designee will install or adjust security cameras and related equipment or devices.
- 3.3. Security cameras will monitor and/or record only video images where state or federal law restricts the use of audio recordings. In accordance with federal and/or state laws, audio recordings may be monitored or recorded by security cameras on school buses.

4. NOTIFICATION OF THE USE OF SECURITY CAMERAS

- 4.1. Appropriate signage will be posted at major entrances to school buildings and on school buses that notify students, staff and the general public of the district's use of security cameras. Signs will also be posted in other conspicuous locations informing persons that the buildings and grounds may be under electronic monitoring.
- 4.2. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools, on school buses and on school grounds.
 - 4.2.1. Such notification will include, but not be limited to, student and staff handbooks, and will identify key procedures and reference the district policy provisions.
 - 4.2.2. During the initial implementation period, the Superintendent may vary notification based on circumstances and available options.

5. EXPECTATION OF PRIVACY

- 5.1. Except in areas where there is a reasonable expectation of privacy (including locker rooms, changing rooms, private offices and restrooms), all conduct on Valley School District property is subject to being recorded, preserved and examined by means of security cameras. Except in areas where there is a reasonable expectation of privacy,

no person on district property will have a legitimate expectation of privacy with respect to his/her conduct.

- 5.2. All speech and conduct on a Valley School District bus is subject to being recorded, preserved, and examined by means of security cameras. No person on a district bus will have a legitimate expectation of privacy with respect to his/her conduct or speech.

6. VIDEO MONITORING AND VIEWING

- 6.1. Video records identified for criminal safety or security investigations will be preserved. Preserved recordings will be viewed only by district personnel authorized by the Superintendent or designee in a setting that ensures controlled access, inability to tamper with the records, footage or images, and privacy from accidental public viewing.
- 6.2. Non-school personnel will be authorized to view preserved camera footage or still images on a case-by-case basis by the Superintendent or designee. Requests by non-school personnel to view video records must be made in writing using Form 6510F1, and submitted to the attention of the Superintendent in the district administrative office.
- 6.3. Preserved recordings will be used by the Superintendent or designee in limited circumstances on a case-by-case basis as follows:
- (a) In order to protect the health and safety of all students and employees, recordings that reveal unlawful actions will be brought to the attention of and/or released to law enforcement agencies.
 - (b) A parent/guardian of a student pictured on preserved camera footage may be permitted by the Superintendent or designee to view camera footage.
 - (c) A parent/guardian of a student will be permitted to view any preserved camera footage or still image that is used in a disciplinary action against their child.
 - (d) A staff member will be permitted to view any preserved camera footage that is used in a disciplinary action.
 - (e) In response to a subpoena or court order.

7. PROTECTION OF INFORMATION AND DISCLOSURE

- 7.1. All camera recordings are to be stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws, regulations, and these procedures.
- 7.2. Typically, camera-generated recordings will be saved for at least ten (10) calendar days. If, after this time, no incidents have been reported that potentially violate student or employee behavior or other expectations, and no request has been made seeking identified security records, the footage will be over-written by the system as storage space is needed for newer recordings.

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- 7.3. The Superintendent or designee(s) may preserve any available video footage by creating an electronic copy or still image, relevant to a possible discipline action, and/or criminal, safety, or security investigation(s), or for other evidentiary purposes.
- 7.3.1. The Superintendent will establish protocols to define the storage specifications of preserved video recordings.
- 7.3.2. Upon notification of a request for viewing, reasonable efforts will be made to isolate, preserve and retain the recordings for the specific time and/or date identified in the request.
- 7.3.3. As part of investigative or disciplinary proceedings, preserved recordings may be classified as a student or employment record and placed in a student cumulative file or employee file.
- 7.3.4. As part of such student or employee records, security camera recordings will be handled in accordance with established district policies and procedures as mandated by state records retention laws, the Family Education Right and Privacy Act, and the Public Records Act.

8. NO GUARANTEE OF MONITORING OR RECORDING

- 8.1. By this policy and procedure, the district does not guarantee that every district interior, parking lot, campus grounds, building, or bus will be equipped with a security camera; that the security camera in a specific area or on a specific bus will be in operation at a specific time; or that a security camera will record specific conduct or expression, or that security camera resolution will be sufficient to capture images with clarity in all circumstances.
9. The effectiveness of the security camera operational procedures will be reviewed on a regular basis by the Superintendent or designee. This procedure replaces all prior procedures or protocols concerning to the use of security cameras on district property.

Supporting Documentation

6510F1-Request to View District Security Camera Recordings

Washington State Archives Records Retention Schedules for School Districts and Educational Service Districts: <http://www.sos.wa.gov/archives/RecordsManagement/Records-Retention-Schedules-for-School-Districts-and-Educational-Service-Districts.aspx>

Document History

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