

Video Surveillance on School Grounds or Property

The health, safety, and well-being of students and staff while on district property and attending district functions and the protection of district property are important functions of the School District. Accordingly, the Board authorizes the use of video surveillance practices, in accordance with the guidelines established herein.

Camera Location, Operation and Control

- A. School district property including buses may be equipped with video monitoring devices.
- B. Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of:
 - 1. prior property damages or related security incidents, and in areas where, upon reasonable grounds, the surveillance will be deemed to be a viable deterrent.
 - 2. threat to safety and security of students and staff.
 - 3. criminal activity occurring.
- C. Cameras will only be positioned in areas where it is necessary to protect district assets, provide for the personal safety of individuals on school grounds or property, or to monitor criminal activity.
- D. Cameras will not be used to monitor areas where the public has a reasonable expectation of privacy, including locker rooms and bathrooms.
- E. Only individuals authorized by the Superintendent (or designee) or the school principal in accordance with Policy 6550, will have access to video monitors and be permitted to operate the controls, or view the video surveillance recordings.
- F. The school administration will be responsible to audit the use and security of surveillance cameras, including monitors and data.

Notification

- A. Signs advising users of the presence of video surveillance practices will be posted.
- B. Students and parents will be informed in writing by the school district each year that the district will be monitoring all activity which occurs at designated monitoring points.

- C. All staff will be informed of the school district's video surveillance policy and procedures by the school administration.

Use of Video Recordings

- A. A video recording of actions by students may be used by the School Board or administrators as evidence in any disciplinary action brought against any student arising out of the student's conduct in or about school property.
- B. Video recordings of students, staff, contractors or others may be reviewed or audited for the purposes of determining adherence to all legal and administrative directives.
- C. Video records may be monitored by district personnel on a random and non-random basis as is deemed necessary and prudent in order to ensure the safety and security of students, staff, visitors and district property, and adherence to school rules.
- D. The district may also use video surveillance to detect or deter criminal offenses which occur in view of the cameras.
- E. The district may use video surveillance and the resulting recordings for:
 - 1. the promotion of a safe school environment;
 - 2. the protection of district property;
 - 3. adherence to all district legal and administrative directives; and
 - 4. inquiries and proceedings relating to law enforcement.
- F. The district will not use video surveillance for other purposes unless expressly authorized.

Protection of Information and Disclosure

- A. Security and Retention of Security Camera Data:
 - 1. All data not in use will be securely stored in a locked receptacle or area.
 - 2. Access to data will be provided to district employees or agents on a need to know basis only.
- B. Disposal and Destruction of Recordings:
 - 1. All recordings will be disposed of in a secure manner.

C. Video Monitors and Viewing:

1. Only the District or school administration and members of the police will have access to video monitors while they are in operation.
2. Video monitors should be in controlled access areas wherever possible.
3. Records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.

D. Disclosure:

1. Recordings will not be disclosed except in accordance with Policy 6550. Disclosure of video records will be on a need to know basis, in order to comply with district policy and to adhere to all legal and administrative directives, including the promotion of the safety and security of students, the protection of district property and deterrence and the prevention of criminal activities.

E. Review:

1. The effectiveness of the video surveillance operations will be reviewed on a regular basis by the Director of Technology or designee.

Adopted: August 23, 2005
Reviewed: November 7, 2013