
VIDEO SURVEILLANCE, CAMERAS AND RECORDING EQUIPMENT ON SCHOOL GROUNDS OR PROPERTY

Protecting District property and the health, safety and well-being of students and staff while on District property and attending District functions are important functions of the School District. Accordingly, the Board authorizes the use of video surveillance equipment including cameras, monitors and recording devices, in accordance with the guidelines established herein and in accordance with Washington State laws.

Camera Location, Operation and Control

1. Surveillance 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 possible criminal activity.
2. Surveillance cameras will not be used to monitor places where individuals have a reasonable expectation of privacy.
3. Only individuals authorized by the Superintendent or his/her designee will have access to video monitors and be permitted to operate such monitors or view/review the video or audio surveillance data. Access may be granted after completing an official Security Camera System Access Request form provided by the Facilities Department.
4. The school or department administration will be responsible for maintaining and auditing the use and security of surveillance cameras, including monitors and data. Access Logs will be kept at each school or department detailing each log-in occurrence. The Access Logs will detail such information as the date of viewing, name of staff member logging in, other staff members viewing the data, camera location, the date and time of incident viewed, reason for camera viewing and what, if any, action was taken due to camera viewing. Access logs will be sent to the Facilities Department monthly.
5. This policy allows for recording of audio. Video surveillance equipment may provide for the recording of audio.

Notification

1. Signs will be posted on District grounds and District property advising the presence of surveillance cameras.
2. Each year the District will inform students and parents in writing that the District will be using surveillance cameras, monitors and recording equipment on District grounds and District property.

All staff will be informed of the District's video surveillance policies and procedures by the school administration.

Use of Video Recordings

1. Video recordings of actions by students may be used by the District as evidence in any disciplinary action brought against any student arising out of the student's conduct in or about school property.
2. Video recordings may be monitored by District personnel solely in the event of an incident warranting such review or as otherwise deemed reasonable and prudent in order to ensure the safety and security of students, staff and visitors as well as District property.
3. The District may also use video surveillance to detect or deter possible criminal activities.
4. The District may use video surveillance and the resulting recordings for:
 - a. the promotion of a safe school environment;
 - b. the protection of District property; and
 - c. inquiries and proceedings relating to law enforcement.

Protection of Information and Disclosure

1. Security and Retention of Security Camera Data:
 - a. Camera recording devices will be kept in secured areas. Camera data will be available on select computer monitors and access determined by the Superintendent or his/her designee.
 - b. Access to data will be provided to District employees or agents on a need to know basis only.
2. Disposal and Destruction of Recordings.
 - a. All recordings will be deleted on a regular basis (according to the system capacity) except for those recordings relevant to a specific incident..
3. Video Monitors and Viewing.
 - a. Only individuals authorized by the Superintendent or his/her designee and law enforcement personnel will have access to video recordings.
 - b. Video recordings should be viewed/reviewed on a need to know basis only, in such a manner as to avoid public viewing.
3. Disclosure.

Recordings will not be disclosed except in accordance with this policy. Disclosure of video and audio 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.