

## Administrative Regulation

### Video Surveillance of Public Areas

#### A. Purpose

To protect the safety and security of students, employees, and authorized visitors to schools and safeguard district facilities and equipment, video surveillance cameras may be used in locations as deemed appropriate by the superintendent or the designee.

#### B. Monitoring by Video Cameras

##### 1. Locations Subject to Monitoring

Video cameras may be used to monitor buildings, exterior areas, general assembly areas including but not limited to parking lots, perimeters, and entrances and exits areas. Equipment shall not monitor areas where the public and employees have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms.

##### 2. Notice and Authorization to Monitor

The district shall notify staff and students through student/parent/guardian handbooks that video monitoring may occur on district property. Signs will be posted on campus informing persons that the buildings and grounds may be under video monitoring.

##### 3. System Operation

The use of video monitoring equipment on school grounds shall be supervised and controlled by the school principal or authorized staff from the district Information Systems Department.

Video recordings will be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to, property damage, theft, trespassing, vandalism, personal injury, crime-related incident, etc.

Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with video recording and/or video camera equipment. Violators will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with district standards and may include, but is not limited to, written reprimand, suspension, expulsion, demotion, or dismissal.

The district shall provide reasonable safeguards, including but not limited to, password protection, firewall protection, and other controls of physical access to protect the monitoring system from hackers, unauthorized users, and unauthorized use.

Video monitoring equipment shall be located in an administrative office at the school and/or in a district secured area. Video monitors shall not be located in an area that enables public viewing.

Video recordings will be stored for a minimum of 10 days after initial recording. Storage of video recordings will be dependent upon the type of system installed and current technology.

### 3. Release of Records

Video recordings are treated by the district as part of a student's educational record or staff member's personnel record. The district will comply with all applicable state and federal laws, and Board policies related to records maintenance, retention, disclosure, and release of information.

Viewing requests must be submitted in writing if other than from authorized school officials. Requests for viewing will be limited to those parent/guardians, students, law enforcement authorities, and/or other officials with direct interest in the proceedings. Authorization for viewing may be granted by the school principal, assistant superintendent, or superintendent.

A written record will be maintained for those viewing video recordings, including the date of viewing, reason for viewing, date the recording was made, location at school or district office, and signature of viewer. All viewing will include the school principal or his/her designee, or authorized staff from the district Information Systems Department.

Requests for duplication and release of a video recording shall be made through the Office of Business Services. Video recordings will remain the property of the district and may be reproduced only in accordance with law, including applicable Board policy and regulations.

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Ref: EC Sections 32228, 49073-49078

Government Code Section 6250, et. seq. (California Public Records Act)

20 USC §1232(g) (Family Educational Rights and Privacy Act of 1974)

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