

SECURITY CAMERA

Purpose

The purpose of this policy is to outline the responsibility, decision-making process and regulations regarding the use of security cameras to monitor and record activity in public areas to improve safety and security at Slate Valley Unified Union School District.

Scope

This policy applies to all staff, faculty, students, vendors, contractors, visitors and property of the Slate Valley Unified Union School District in the use of security cameras for monitoring and recording. These cameras shall not make audio recordings without prior approval from the Superintendent.

General Principles

- A. The district shall annually notify its students, staff and their parents/guardians that security cameras may be in use on any school property and the district shall post signs at each building with security cameras.
- B. The use of security camera equipment on school grounds and on other district property shall be supervised and controlled by the Director of Operations or designee.
- C. The system can be used for live, day and night viewing of buildings and grounds by staff authorized by the Director of Operations.
- D. The use of video recordings from security camera equipment shall be subject to the other policies of the district, including policies concerning the confidentiality of student records. Video monitoring for security purposes will be conducted in a manner consistent with this policy and any applicable federal, state and local law. Personnel involved in video monitoring will be appropriately trained and continuously supervised in the responsible use of this technology. Violations of procedure referenced in this policy will result in disciplinary action consistent with the rules and regulations governing employees of the Slate Valley Unified Union School District.
- E. Video monitoring of public areas for security purposes will be conducted in a manner consistent with all existing Slate Valley policies, including the Non-Discrimination Policy, the Unlawful Discrimination and Harassment Policy and other relevant policies. This policy prohibits monitoring based on legally protected bases outlined in Slate Valley Unified School District's Policies on Non-Discrimination and Harassment, Hazing and Bullying (e.g., race, gender, sexual orientation, national origin, disability etc.)
- F. Security cameras shall be used only to promote the order, safety and security of students, staff and property and to assist school administrators in deciding upon appropriate disciplinary action.
- G. Under no circumstance will the school district use camera technology to monitor staff, faculty, students, vendors, contractors or other visitors' behavior unless there is a legitimate investigation and/or reasonable suspicion pertaining to conduct contrary to the law or school policy. Any such monitoring or review for legitimate investigation purposes shall be accompanied by a written complaint, report, memo, email or any correspondence as to the nature, scope and level of action to be taken. The Director of Operations or his/her designee will seek guidance from the Superintendent of Schools and legal counsel to ensure legal and policy compliance.

- H. Security recordings shall be maintained by the district for at least 30 days, after which time the recordings may be purged. If a recording becomes evidence in any kind of disciplinary proceeding, accident report, investigation or litigation, if notice of pending action has been filed with the district or if a recording otherwise takes on a status that would require a longer retention period according to the applicable retention schedule, the recording must be retained for the amount of time specified by the District's records retention schedule, or until all actions have been resolved, whichever time period is greater.
- I. Authorized officials (includes contracted School Resource Officers) of the District may access the recordings as needed to fulfill their professional responsibilities. Requests for access to any recordings shall be directed to the Director of Operations or his/her designee.

For security reasons and the safety of all students of the Slate Valley Schools, access to the security equipment and camera system needs to be limited. The superintendent shall create procedures pursuant to the implementation of this policy as defined below.

Date Warned: April 11, 2019

Date Adopted: April 22, 2019

Legal Reference(s):

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, US Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

Slate Valley Unified Union School District

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Security Camera Procedures:

The Director of Operations or his/her designee is authorized to oversee and coordinate the use of camera installation and monitoring for safety and security purposes at Slate Valley Unified Union School District. In addition, the Director of Operations also has the primary responsibility for disseminating and implementing policy and procedures.

1. Operators will be trained in the technical and legal parameters of appropriate camera use.
 2. Operators will receive a copy of this policy and provide written acknowledgement that they have read and understood its content.
 3. Operators will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability or other protected class covered by Slate Valley Unified Union School District's Non-Discrimination policy. Camera control operators will observe behavior, not individual characteristics.
- A. The Director of Operations or his/her designee will monitor new developments in relevant law and in security industry practices to ensure that camera monitoring and recording at Slate Valley Unified Union School District are consistent with the highest standards and protections.
- B. The Director of Operations will ensure that the Slate Valley Unified Union School District employees adhere to established policy and procedure in the use of safety cameras and will review camera locations and requests for release of video with Superintendent of Schools and/or Legal Counsel.

The Director of Operations will not permit camera positions and views of areas where persons have a reasonable expectation of privacy.

1. Cameras shall be placed overtly in public spaces.
 2. The Director of Operations or his/her designee will configure systems to reasonably prevent camera operators from tampering with or duplicating recorded information.
 3. The Director of Operations will limit camera positions and views of areas that may be considered private. These areas include; bathrooms, shower areas, locker and changing rooms, areas where a reasonable person might change clothing, or private offices.
- D. The Director of Operations will review all requests received to release recordings obtained through camera recording. No release of recordings will occur except in accordance with state and federal law.
1. In most cases, recorded video media will be stored for a period of not less than 30 days and will not exceed 60 days. This is based on configuration settings in the recording device. At that point, stored images to a hard drive will be re-written and unavailable. An exception to this procedure is video retained as part of a criminal investigation or court proceeding (criminal or civil), or other bona fide use. Videos saved for such purposes may be recorded to storage devices in accordance with applicable state and federal law.
 2. All operators and supervisors involved in video monitoring will perform their duties in accordance with this policy.
 3. The Director of Operations will assure that responsible and proper camera monitoring practices by operators is continuous by periodically reviewing stored images.