

PROPOSED NEW PROCEDURE

6505P

MANAGEMENT SUPPORT

Video Security on School District Grounds or Property

Camera Location, Operation and Control

- A. School district grounds, buildings and property including buses used for district purposes may be equipped with video security cameras. Equipment may be **placed in areas where there is not a reasonable expectation of privacy, such as parking lots, entrances, exits, hallways, front offices, gymnasiums, cafeterias, libraries, and other public shared, or common spaces.**
- B. Video security cameras shall not be placed to monitor areas where there is a reasonable expectation of privacy, including locker rooms and restrooms.
- C. Only **personnel authorized by the superintendent** shall **install or adjust** video security cameras or related equipment.
- D. Only individuals **authorized by the superintendent** or designee shall have **access** to video security cameras, monitors, or monitoring tools and be permitted to operate the controls.
- E. Video security cameras shall monitor and/or record only video images. In accordance with federal and/or state laws, audio shall not be monitored or recorded by video security cameras except on school buses.

Requests to use video security shall be submitted to the superintendent for review and approval. The request to use such equipment should be set forth in writing and explain:

- **Why** the equipment is needed, including supporting data;
- **The time period** the equipment would be used;
- The **date of the request**; and
- The name, title, and signature of the **requester**.

On July 2, at its regular meeting the Everett Public Schools Board of Directors will consider approving Policy 6505 and review this draft procedure detailing how video security systems will ensure the highest level of safety and the highest level of privacy in the district.

Cameras will be in PUBLIC areas only

Only authorized, trained staff can view video data or install equipment

Superintendent must approve ALL video security equipment before it is installed.

The superintendent shall consult with the regional supervisor in matters involving students and with the executive director of human resources in matters involving employees. Collective bargaining agreements should be reviewed and any use of video security cameras shall follow such agreements.

Use of Video Recordings

The district may use video security cameras and the resulting recordings for:

1. The promotion of a **safe school environment**;
2. Student and employee **discipline proceedings**;
3. The **protection of district property**;
4. Adherence to all district **legal and administrative directives**; and
5. Inquiries and proceedings relating to **law enforcement**.

Video security can only be used for these four things. (Clarification that discipline "proceedings" won't be videoed; video evidence could be a part of the proceedings – as they are now with student discipline.

The district shall not use video security cameras for other purposes unless expressly authorized by the superintendent.

Protection of Information and Disclosure

A. Video Monitoring and Viewing:

1. Only the **district or school administration and members of law enforcement shall** have access to video monitoring devices while they are in operation.
2. Video **monitoring should be in controlled access areas** wherever possible.
3. Recordings shall be viewed on a **need-to-know basis** only, and in such a manner as to avoid public viewing.

Only specific people will have access to video data which will be in controlled areas, viewable only by those authorized.

B. Release of Security Video to Individual or Entity Outside of the School District

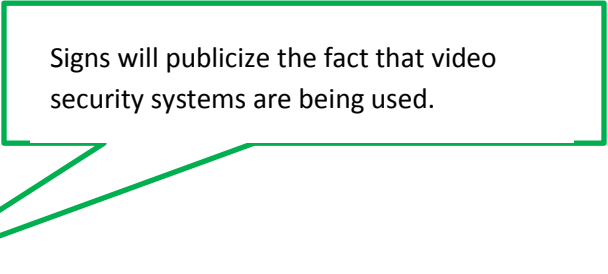
A person requesting release of a video recording shall submit to the district's **public records officer** a request consistent with the provisions of the public records act.

Video data is subject to the same public records laws as paper and other digital documents.

Such requests will be considered on a case-by-case basis.

Notice of Use of Video Systems

- A. **Signs** advising users of the presence of video security equipment will be posted.
- B. **Students and their parents shall be informed in writing by** the district each year that the district may monitor activity at designated monitoring points.
- C. All staff shall be informed of the **district's video security policy and procedures** by district or school administration.



Signs will publicize the fact that video security systems are being used.

Custody, Control, Retention and Disposal of Video Records/Recordings

The district will retain custody and control of all original video recordings not provided to law enforcement. With the exception of records retained for criminal, safety, or security investigations or evidentiary purposes, the district will not maintain recordings for more than thirty **(30) days**. The district will make reasonable efforts to ensure the security of recordings in its custody and ensure their safe and secure disposal.

Applicability

This procedure does not apply where a law enforcement agency presents a search warrant authorizing the agency's installation of video or audio security on district property.

This procedure does not apply to the monitoring of use of the district's technology system, which is governed by Board Policies and Procedures [3245](#), [3245P](#), [5225](#) and [5225P](#).

Review

The effectiveness of the video security operations shall be reviewed on a regular basis by the superintendent or designee. This procedure replaces all prior procedures or protocols.