
SECURITY CAMERAS ON SCHOOL DISTRICT GROUNDS, PROPERTY OR BUSES

USE OF CAMERA RECORDINGS

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

- a. The promotion of a safe environment;
- b. Student and employee discipline proceedings;
- c. The protection of district property;
- d. Adherence to all district legal and administrative directives; and
- e. Inquiries and proceedings relating to law enforcement.

Collective bargaining agreements govern the discipline of employees. Policies 3200 and 3207 govern the discipline of students.

The district shall not use security cameras for other purposes unless expressly authorized by the Superintendent. Only district personnel or individuals authorized by the Superintendent or designee shall have access to security cameras, monitors, or monitoring tools and be permitted to operate the controls or capture or share footage.

CAMERA LOCATION, OPERATION AND CONTROL

School district grounds, buildings and property including buses used for district purposes may be equipped with security cameras. Equipment may be placed to monitor areas where there is not a reasonable expectation of privacy, such as school buses, school grounds, parking lots, entrances, exits, hallways, front offices, gymnasiums and athletic areas, cafeterias, libraries, elevators, and other public, shared, or common spaces.

Security cameras shall not be placed to monitor areas where there is a reasonable expectation of privacy, including locker rooms, changing rooms, private offices, conference rooms, and restrooms.

Where a security camera is utilized to prevent theft of medications stored in a nurse's office, the Superintendent shall ensure camera placement to protect the privacy of student and nurse conversation.

Only personnel authorized by the Superintendent or designee shall install or adjust security cameras or related equipment.

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

Security cameras shall monitor and/or record only video images where state or federal law restricts the use of audio recordings. In accordance with federal and/or state laws, audio recordings shall be monitored or recorded by security cameras on school buses.

NOTIFICATION OF USE OF SECURITY CAMERAS

Appropriate signage will be posted at major entrances to school buildings and on school buses that notify students, staff and the general public of the District's use of security cameras. Signs will also be posted in other conspicuous locations informing persons that the buildings and

grounds may be under electronic surveillance. The posted signs will read: “**Surveillance Cameras in Use for Security Purposes**” or “**NOTICE For Your Protection All Activities On These Premises Are Recorded By VIDEO SURVEILLANCE.**” School buses will have a posting of “**For Your Safety You May Be Recorded By A Video Surveillance System Which May Include Audio Recording**” in plain sight for all riders to see. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools, on school buses and on school grounds. Such notification will include, but not be limited to, employee e-mail and student handbooks, and shall identify key procedures and reference the district policy. During the initial implementation period, the Superintendent may vary notification based on circumstances and available options.

EXPECTATION OF PRIVACY

Except in areas where there is a reasonable expectation of privacy (including locker rooms, changing rooms, private offices, conference rooms and restrooms), all conduct on Olympia School District property is subject to being recorded, preserved and examined by means of security cameras. Except in areas where there is a reasonable expectation of privacy, no person on district property shall have a legitimate expectation of privacy with respect to his or her conduct.

All speech and conduct on a School District bus is subject to being recorded, preserved, and examined by means of security cameras. No person on a School District bus shall have a legitimate expectation of privacy with respect to his or her conduct or speech.

VIDEO MONITORING AND VIEWING

Real-time surveillance monitors may be viewed by any school district personnel. Viewing is not limited to district personnel where monitors covering public spaces are within public view. Preserved footage recordings shall be viewed only by district personnel authorized by the Superintendent or designee in a setting that ensures controlled access, inability to tamper with the footage, and privacy from accidental public viewing.

Non-school personnel will be authorized to view preserved camera footage on a case-by-case basis by the Superintendent or designee. Preserved footage will be released by the Superintendent or designee in limited circumstances on a case-by-case basis as follows:

- a. In order to protect the health and safety of all students, recordings that reveal unlawful actions will be brought to the attention of and/or released to law enforcement agencies.
- b. A parent/guardian of a student pictured on preserved camera footage may be permitted by the Superintendent or designee to view camera footage.
- c. A parent/guardian of a student shall be permitted to view any preserved camera footage that is used in a disciplinary action against their child.
- d. In response to a public records request, the District will provide preserved camera footage unless otherwise exempt.
- e. In response to a subpoena or court order.

PROTECTION OF INFORMATION AND DISCLOSURE

All camera recordings are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws, regulations, and these procedures.

Typically, recordings will be saved for at least ten calendar days. If, after this time, no incidents have been reported that potentially violate student or employee behavior or other expectations and no public records request has been made seeking the footage, camera footage may be over-written by the systems as storage space is needed for newer recordings. Some older security cameras have fewer days of storage. The Superintendent is authorized to keep these cameras in operation until their useful life expires.

The Superintendent or designees may preserve any available footage by creating an electronic copy relevant to a possible discipline action, criminal, safety, or security investigation(s) or for other evidentiary purposes. The Superintendent shall establish protocol to define the storage specifications of preserved footage.

NO GUARANTEE OF RECORDING

By this policy, the District does not guarantee that every school interior, parking lot, general grounds, building, or bus will be equipped with a security camera, that the security camera in a specific area or on a specific bus will be in operation at a specific time, or that a security camera will record specific conduct or expression, or that security camera resolution will be sufficient to capture images with clarity in all circumstances.

MISCELLANEOUS

The Superintendent is authorized to develop forms and administrative protocols to implement these procedures.

This procedure does not apply to the monitoring of the district's technology system or employee use of the district's technology system.

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



PROCEDURE ESTABLISHED *September 23, 2013*