

USE OF VIDEO CAMERAS

A. Definitions

Video Cameras: Video camera(s) is the term used in these procedures to refer to the equipment used to capture images (and audio on student buses), regardless of the format or nature of such equipment.

Video: Video is the term used in these procedures to refer to the images captured by the video cameras used by the District, regardless of the format or nature of the technology used to capture the images. All videos are considered a public record and may be protected by Family Educational Rights and Privacy Act (FERPA) and applicable state and federal statutes.

B. Purpose of Video Cameras

1. The District may use video cameras:
 - a. To protect District property;
 - b. To foster the safety and security of students, staff, volunteers, and visitors while at school, on school-provided buses, or participating in school or District functions;
 - c. To deter and prevent criminal activity; and
 - d. When appropriate, for specific student and/or employee discipline or other corrective action(s).

C. Placement of Video Cameras

1. Eastmont School District buildings and grounds may be equipped with video cameras.
 - a. Video cameras placed outside will be positioned only where it is necessary to protect facilities and equipment or to provide for the personal safety of individuals on school or District grounds.
 - b. Video cameras placed inside buildings will be installed in visible locations.
 - c. Video cameras located inside buildings will not be placed in areas where students, staff, volunteers, and visitors have a reasonable expectation of privacy, (such as locker rooms and restrooms) and/or prohibited by collective bargaining agreements.
2. Requests for additional video cameras should be submitted in writing to the Director of Technology for review and approval. Requests will include rationale, supportive data, funding source, and requestor contact information.
3. Each District school bus will be equipped with a video camera and conspicuously placed signs notifying riders that their actions and voice may be recorded by a video camera.

4. No person may conspire, attempt, and/or act to use in an unauthorized manner, tamper with or otherwise interfere with the placement and/or operations of District video cameras. Persons found by the District to have violated this provision will be subject to appropriate disciplinary and/or legal action.
5. The District will notify staff and students through signage that use of video cameras may occur on District property, including vehicles.

D. Use of Video

1. The Video cameras will not be monitored on a regular and continuous basis. Consequently, individuals must not rely on video cameras as a source of emergency or security assistance.
2. Video may be used to record and/or deter criminal offenses that occur in view of the video camera(s).
3. Video may be disclosed to appropriate law enforcement officials regarding suspected violations of applicable laws and regulations, as permitted by law.
4. Video may be disclosed to school officials for disciplinary action(s) and/or other corrective actions by school officials.
5. Video from school buses may include audio.

E. Monitoring of Video Cameras

1. Video will be viewed by authorized officials on a random basis and/or when specific incidents have been brought to the attention of those officials.
2. Authorized officials may only view video recordings of locations for which they have authorized access.

F. Access to Video

1. Video will be viewed by authorized officials on a random basis and/or when specific incidents have been brought to the attention of those officials.
2. Video viewing will be on a limited "need-to-know" basis in a controlled viewing area in such a manner to prevent viewing by uninvolved parties or the public.

G. Retention of Video

1. The District will comply with all applicable state and federal laws related to record maintenance, retention, and disclosure.
2. In the event the District has reasonable notice that a particular video is related to a legal action, including, but not limited to, a student discipline matter, the District will retain the video for the relevant period of time required by law. At the conclusion of the applicable retention period, the video will be destroyed.

3. In certain instances, video recordings may become a part of a student's educational record or a staff member's personnel record as allowed by the Collective Bargaining Agreement or current Board policy.

H. Request to View Video

1. Requests to view a video should be made to the authorized school or district official.
2. The District will comply with all applicable state and federal laws related to record release and disclosure.