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Policy: 6610-P

Section: 6000 - Management Support

Procedure- Video Surveillance

Camera, Location, Operation and Control

- A. School District grounds, buildings and property may be equipped with video security cameras that record video and audio. Audio controls will be disabled in district buildings, grounds and property other than buses and vehicles.
- B. School District buses and vehicles may be equipped with video security cameras that record video and audio.
- C. Equipment may be placed to record only in areas where there is not a reasonable expectation of privacy, such as buses and vehicles, parking lots, entrances, exits, hallways, front offices, and other public, shared, or common spaces.
- D. Cameras may be installed in common areas that also serve as instructional spaces including gymnasiums, auditoriums, cafeterias, and libraries.
- E. During instructional time, video security cameras shall not be used to monitor areas where there is a reasonable expectation of privacy, including classrooms, common areas such as gymnasiums, auditoriums, cafeterias, and libraries. Video security cameras will not be placed in treatment rooms, staff break rooms, locker rooms and restrooms. In the event that video footage is captured in these locations during instructional time, the footage shall not be used or distributed.
- F. Cameras may be installed to address specific incidents or needs, including in-school suspension and high asset areas, including certain classrooms with the consent of the teacher.
- G. Only personnel authorized by the superintendent or designee shall install or adjust video security cameras or related equipment.
- H. 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. Authorized individuals are building principals, assistant principals, dean of students, administrative assistants, designated technical support staff, transportation supervisor, assistant superintendent, and other individuals designated by the superintendent.
- I. No review of video footage may be conducted without a specific reason consistent with the intent of this policy.

Use of Video Recordings

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

- The promotion of a safe school environment;
- Student and employee discipline proceedings;
- The protection of District property;
- Adherence to all District legal, collective bargaining agreements, and administrative directives, including compliance with the Public Records Act for requests to inspect and copy retained video footage; and
- Inquiries and proceedings relating to law enforcement.

Protection of Information and Disclosure

1. Video Monitoring and Viewing

- a. Only designated staff and members of law enforcement shall have access to video monitoring devices while they are in operation.
- b. Video monitoring should be in controlled access areas whenever possible.
- c. Recordings shall be viewed on a need-to-know basis only, and in such a manner as to avoid public viewing.

2. Release of 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. Such requests will be considered on a case-by-case basis to evaluate privacy considerations and any appropriate redactions/exemptions from release.

Notice of Use of Video Surveillance Systems

Signs that advise users of monitoring by video security equipment will be posted in each building, and notices provided to school bus riders in the Transportation Handbook.

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.

ASD Last Revised: 08/21/2025

Classification: Important

WSSDA Revised Dates: n/a