

CAMERA OPERATIONS AND VIDEO RECORDINGS

1. Posting of signs advising of possible use of video equipment

Board Policy G175 requires that a sign advising of the presence and possible use of video equipment shall be posted in or near the main public entrance of each District facility where video equipment is or may be installed. These signs shall substantially state:

NOTICE

All non-private areas in this facility may be subject to video surveillance and recording.

2. Maintenance of video recordings

Video recordings of District facilities, property, and buses shall be collected and maintained under the supervision of (as applicable) the principal of the school, the director of the facility, or the Transportation Supervisor, or their designee under G175 sections 6 and 7. Recordings kept on physical media shall be maintained in a secure location that is not readily accessible by the public or by school personnel that do not have under normal circumstances a need to access them. Recordings kept on electronic media shall be protected by appropriate passwords.

3. Preservation of video recordings because of pending or reasonably expected litigation

Sections 6(d) and 7(c) of Board Policy G175 require the preservation of video recordings if they depict or are related to pending litigation or litigation that can be reasonably expected to occur.

Situations for which litigation could be reasonably expected to occur that would trigger the obligation to preserve video include, but are not limited to:

- Video depicting vandalism
- Video depicting a physical altercation (a “fight”) or verbal altercation
- Video depicting anything that causes a physical injury
- Video depicting anything that causes damage to personal property or school property
- Video depicting anything that serves as a basis for formal student discipline or formal discipline of an employee