

**Regulation 3515.11 Video Surveillance**

**Status:** ADOPTED

Original Adopted Date: 05/20/09

**Surveillance Cameras**

The Governing Board may authorize the use of video surveillance cameras or similar electronic surveillance equipment on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard district facilities and equipment. The Superintendent or Superintendent's designee shall have the authority to install video surveillance equipment subject to the guidelines set forth below.

**Permissible Locations**

Video surveillance cameras may be used to observe the following public areas:

1. Outdoor facilities and grounds: including but not limited to common areas such as parking lots, walkways, picnic areas, athletic fields, stadiums, and points of ingress and egress.
2. School buses: both regular and activity buses.

**Conditionally Permissible Locations**

Surveillance cameras may be used to observe the following locations:

1. Offices and work locations: provided that the following notice is prominently posted in the space being observed in advance of and during the surveillance.

"NOTICE OF SURVEILLANCE CAMERA IN USE. A surveillance camera is, or may be, in operation in this area. You have no reasonable expectation of privacy in this area."

2. Classrooms: with the written consent of the principal and teacher (Education Code 51512) with the same notice as required for offices and work locations.
3. Indoor facilities: foyers, lobbies, hallways, gymnasiums, and other indoor common areas when used for public events.

**Notice**

The district shall provide written notice to students and employees that video surveillance may occur on district property. The video surveillance equipment shall also be identified by appropriate signage.

A copy of the Board policy and this rule shall also be available at each school for review by students, staff, and members of the public.

**Impermissible Locations**

Video surveillance cameras shall not be used in locations where individuals have a reasonable expectation of privacy, including the interior of any restroom, toilet, bathroom, washroom, shower, locker room, changing area, or lavatory.

**Ownership, Use, and Access of Images**

The images captured by video surveillance equipment are the sole property of the district. The images captured through the video surveillance equipment shall only be viewed by designated district administrators and those individuals specifically authorized by district administrators.

The images may be used in disciplinary or criminal proceedings instituted against students, employees, parents/guardians, and other individuals within the area being observed, subject to applicable state and federal law.

Video recordings may be made part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws with regard to record retention and maintenance.

#### Law Enforcement

This rule does not apply to surveillance cameras placed by any law enforcement agency including the district

attorney, the sheriff's office, the highway patrol, the city police, or any state or federal law enforcement agency. These agencies are governed by laws and regulations pertaining to the activities of the agency.

#### Equipment/Technology

Prior to accepting, authorizing and/or installing any video surveillance equipment, the district shall fully consider the total cost of ownership of such equipment to insure efficiency, economy, and ease of use.

The district may set operational standards for video surveillance equipment and standardize the video surveillance technology to be used throughout the district with the goal of achieving long-term compatibility, adaptability, and sustainability. Any proposed acquisition or installation of video surveillance equipment is subject to the district's rules, regulations and procedures governing capital outlays.

Date WILLIAM S. HART UNION HIGH SCHOOL DISTRICT

Issued: May 20, 2009 Santa Clarita, California

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