

**SAN LORENZO
UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS**

Business and Noninstructional Operations

AR 3515 (a)

CAMERA SURVEILLANCE SYSTEMS

1. Purpose and Scope

To provide guidelines and establish procedures for camera surveillance system coverage, authorized users, monitoring, modifications and expansion, and maintenance and repairs.

2. Camera Surveillance System Coverage

- A) At no time shall any camera surveillance systems be placed inside a classroom, laboratory, library, or other area utilized as a classroom or study space unless a theft or vandalism has occurred in the space and there is a potential for continued theft or vandalism to take place or unless the room contains moveable equipment valued at over \$25,000. Surveillance system cameras shall not be placed in areas where there may be a reasonable expectation of privacy by staff or students (e.g., rest rooms, locker rooms, private offices, staff lounges).
- B) Each campus where a camera surveillance system is in use shall have signs posted at conspicuous locations informing persons that the buildings and grounds may be under video surveillance. Signs shall be conspicuous in size so that a reasonable person would be able to discern sign contents.
- C) Camera surveillance systems are authorized for installation and use on school buses.
- D) Camera surveillance systems are authorized to be placed on District buildings by Alameda County and operated by the County for the purpose of providing real time surveillance for portions of the Ashland Youth Complex, including: Jack Holland Sr. Park, Ashland Youth Center, and Edendale Middle School. System monitoring as well as system maintenance, modification, storage and recall of recorded information shall be the responsibility of Alameda County. The Superintendent shall designate District staff that may have viewing and command capabilities authorized by Alameda County.

3. Authorized Camera Surveillance System Users

- A) Authorized users of the camera surveillance system shall be approved by the Superintendent or administrative designee.
- B) Authorized users shall receive training regarding proper use of the camera surveillance system equipment, rules regulating privacy, and District Policy. Authorized users shall restrict system use to that for which it is intended (i.e. property conservation).

4. Camera Surveillance System Monitoring

- A) Although constant, real-time, monitoring may not always be possible, the District and the individual school sites shall make every effort to ensure that video images are monitored on a scheduled basis.
- B) Information obtained through video surveillance shall be used exclusively for security and law enforcement purposes. Camera surveillance system use for the purpose of monitoring personal safety issues, gathering evidence for use in internal employment or labor-related investigations, or other non-property related purposes is prohibited. Viewing areas off-campus, into neighboring property, into vehicles, or onto any areas where there is an expectation of privacy is also prohibited. No sound is to be monitored or recorded in connection with the camera surveillance system.
- C) Any remote monitoring system shall ensure the security of camera surveillance system and must include a system utilizing passwords or other identifiers to gain access. Monitoring shall only be conducted by individuals authorized by the Superintendent or administrative designee.

5. Camera Surveillance System Modifications & Expansion

- A) The camera surveillance system(s) at any site shall not be modified, cameras moved or relocated within a site, or the system otherwise altered from its installed state without prior consultation with the Director of Information Technology. Alterations to the camera surveillance system shall be documented in writing with a signature of approval from the Superintendent or administrative designee. In no event shall a camera surveillance system at one site be moved to another site without the written approval of the Superintendent or administrative designee.
- B) The camera surveillance system may also be capable of being upgraded to include motion-activated alarms. In connection with an alarm system that is activated when an individual crosses a camera surveillance system camera's field of view, wireless monitoring may be activated to enable police/security personnel to increase effectiveness.

6. Storage & Recall of Recorded Camera Surveillance System Information

- A) San Lorenzo Unified School District shall utilize digital technology in the camera surveillance system(s) employed. Video images shall be recorded onto digital tape, a Digital Video Recorder (DVR), or other appropriate digital medium and secured at the School site and/or the District office in a fire resistant cabinet. Recorded video images stored on media may be maintained for a period of up to one month from the date that the image was recorded or for a longer period if required by the District's internal record keeping procedures.
- B) The Superintendent or administrative designee shall approve requests for access to recorded and stored video images. Recorded camera surveillance system images are only to be viewed by authorized personnel. The Superintendent or administrative designee may

authorize viewing recorded surveillance system images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

- C) All camera surveillance system recording media to be removed from the site shall be signed out by the requestor of the recording media and shall be authorized by the Superintendent or administrative designee. The recording media shall be signed back in by the requestor and the Superintendent or designee to document the return. All camera surveillance system recording media shall be considered legal evidence and treated as confidential or as directed by District Legal Counsel the Superintendent or administrative designee. Release of original camera surveillance system media to individuals or agencies outside of the District may only occur when a subpoena or other court order is received and reviewed by District Legal Counsel and authorized by the Superintendent.
- D) Original camera surveillance system media shall never be edited or manipulated in any manner. When recorded camera surveillance system media is requested by any law enforcement agency as part of an ongoing investigation a duplicate may be provided. The original camera surveillance system recording media shall be protected from accidental overwrite or erasure during the duplicating process.
- E) A periodic audit by the Superintendent or administrative designee of random images from the stored camera surveillance system recording media shall be conducted to ensure that the surveillance system cameras have not been moved or altered and that the images captured by the system are not inclusive of areas prohibited by this Policy and where campus users may have an expectation of privacy.

Board Adopted: May 16, 2006

Revised: December 4, 2012

