

Buena Vista SDA School Policy for Use of Security Cameras and Video Surveillance

I. Purpose

i. Buena Vista SDA School (BV) uses video camera surveillance on school property to monitor the health, welfare, and safety of all staff, students and visitors to school property, and to safeguard school facilities and equipment. Video cameras may be placed in locations as deemed appropriate by the appropriate designated school administrators.

II. Notice

i. BV will notify staff and students through student/parent and staff handbooks and signage that on- campus video and audio surveillance may occur on BV property and on vehicles used for School-provided transportation.

ii. BV will notify students or staff in violation of Board policies, administrative regulations, building rules, or law that images, video and audio captured through surveillance may be used as evidence that may subject them to appropriate disciplinary and legal action, including, but not limited to, disclosure to law enforcement.

III. Camera Placement

i. Cameras will be placed in locations where it does not constitute an intrusion and where there is not a reasonable expectation of privacy. For example, cameras may be placed in hallways, building entrances and exits, classrooms and other public areas. They will NOT be placed in bathrooms or locker rooms.

IV. Employee Access to surveillance recordings

i. The school Principal and Office Manager will have access to surveillance records. They will not be released to any other employee. Employees may submit a request to view surveillance recordings to the Principal. If approved the surveillance recordings will be viewed with either the Principal or Office Manager.

V. Third Party or Entity access to surveillance recordings

- i. Requests for viewing of any audio or video surveillance recording received from any person or entity (including parents) who has not been authorized by the school Principal to access such recordings, should be immediately forwarded to the School Board. In addition, in the event the recording is part of a routine deletion cycle, immediate steps should be taken to preserve the recording, until disclosure rights are determined. The request may come in the form of a written request, civil or criminal subpoena, search warrant, a request of a current or former employee, Court Order, or other form.
- ii. As the School may be required by law to provide the requested recording, and there may be restrictions regarding what can and cannot be provided due to student privacy or other legal reasons, the school should consult with the WA Conference General Counsel to determine whether and how to respond to any such request.
- iii. If personally identifiable information regarding a student is depicted in any recording which is requested pursuant to a subpoena or court order, the principal will make a reasonable effort to notify the parent and the student in advance of compliance with the subpoena or court order, if lawfully possible.
- iv. Any decision to allow viewing of the surveillance records by a third party must include either the Principal, Office Manager or member of the school board.
- v. The school may, when necessary, redact or segregate the portions of the recording directly related to other students prior to providing access, if it is reasonable to do so without destroying the meaning of the recording.