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## **Video Surveillance**

The board authorizes the use of video surveillance on district property for the purpose of maintaining the health, welfare, and safety of students, staff, and visitors, and to protect district equipment and facilities. The board authorizes the superintendent or designee to determine exact locations for cameras. The board further authorizes the superintendent or designee to install cameras to address specific incidents or needs. However, the district will not install or use cameras in restrooms and locker rooms.

### **Camera Location, Operation and Control**

1. Surveillance cameras will only be positioned in areas where it is necessary to protect District assets, provide for the personal safety of individuals on school grounds or property, or to monitor possible criminal activity.
2. Surveillance cameras will not be used to monitor places where individuals have a reasonable expectation of privacy.
3. Only individuals authorized by the Superintendent or his/her designee will have access to video monitors and be permitted to operate such monitors or view/review the video or audio surveillance data. Authorized administrators may view, review, bookmark, flag, or otherwise preserve recordings within the District's approved video management system when necessary to support school safety, security, investigations, or District operations. Authorization to access the video management system shall be determined by the Superintendent or designee.
4. The school or department administration will be responsible for maintaining and auditing the use and security of surveillance cameras, including monitors and data. Where technically feasible, the District's approved video management system shall maintain electronic audit logs documenting user access and activity. The Director of Safety and Security and the Director of Information Technology shall administer user access and maintain the security of the surveillance management system. Where authorized by law and approved by the District, surveillance systems may include audio recording capabilities.

### **Notification**

1. Signs will be posted on District grounds and District property advising the presence of surveillance cameras.
2. Each year the District will inform students and parents in writing that the District will be using surveillance cameras, monitors and recording equipment on District grounds and District property.

All staff will be informed of the District's video surveillance policies and procedures by school administration.

### **Use of Video Recordings**

1. Video recordings of actions by students may be used by the District as evidence in any disciplinary action brought against any student arising out of the student's conduct in or about school property.
2. Video recordings may be monitored by District personnel solely in the event of an incident warranting such review or as otherwise deemed reasonable and prudent in order to ensure the safety and security of students, staff, and visitors as well as District property.

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3. The District may also use video surveillance to detect or deter possible criminal activities.
  4. The District may use video surveillance and the resulting recordings for:
    - a. The promotion of a safe school environment
    - b. The protection of District property
    - c. Inquiries and proceedings relating to law enforcement

### **Preservation of Recordings**

Staff who become aware of an incident that may require preservation of surveillance footage shall notify the Director of Safety and Security or the Director of Information Technology as soon as practicable. Whenever reasonably possible, requests should be made within five (5) business days of becoming aware of the incident. Delays in requesting preservation may result in surveillance footage being automatically overwritten and no longer available.

### **Protection of Information and Disclosure**

1. Security and Retention of Security Camera Data:
  - a. Camera recording devices will be kept in secured areas. Camera data will be available only through District-approved surveillance management systems. Access to live or recorded surveillance footage shall be determined by the Superintendent or designee.
  - b. Access to data will be provided to District employees or agents on a need-to-know basis only.
  - c. Authorized school administrators may save, bookmark, flag, or otherwise preserve surveillance footage within the District's approved surveillance management system when footage may be needed for future review, investigation, or District operations. Bookmarking or preserving footage within the surveillance management system does not constitute downloading or exporting a recording.
  - d. Only the Director of Safety and Security, the Director of Information Technology, or their designees may download or export surveillance recordings from the District's surveillance management system.
  - e. All exported surveillance recordings shall be maintained only on District-owned and District-managed secure storage systems approved by the District.
  - f. District employees shall not download surveillance recordings to personal computers, personal storage devices, cloud storage services, or other unauthorized locations.
  - g. District employees shall not photograph, video record, screen record, or otherwise capture surveillance footage using cellular telephones or other personal recording devices.
2. Disposal and Destruction of Recordings

Routine surveillance recordings shall be retained according to the capacity and configuration of the District's surveillance management system unless identified for preservation. Recordings identified for preservation shall be retained according to the following minimum retention periods:

  - a. Five (5) years for incidents involving serious injury, suspected negligence, litigation, insurance claims, or other significant liability exposure.

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- b. Three (3) years for incidents involving law enforcement response or criminal investigations.
  - c. One (1) year for administrative investigations, student discipline, safety reviews, parent complaints, operational matters, or other authorized District purposes.

The Director of Safety and Security or the Director of Information Technology may authorize a longer retention period when circumstances warrant.

Any pending public records request, litigation hold, insurance claim, law enforcement investigation, administrative investigation, or other official proceeding involving surveillance footage shall immediately suspend destruction of the affected recording until the matter has been fully resolved and all applicable retention requirements have been satisfied.

3. Video Monitors and Viewing

- a. Only individuals authorized by the Superintendent or his/her designee and law enforcement personnel shall have access to surveillance recordings consistent with District policy and applicable law. Viewing or reviewing recordings within the District's approved surveillance management system shall not be construed as authorization to export, download, copy, or distribute surveillance recordings.
- b. Video recordings should be viewed/reviewed on a need-to-know basis only, in such a manner as to avoid public viewing.

4. Disclosure

Recordings will not be disclosed except in accordance with this policy. Disclosure of video and audio records will be on a need-to-know basis, in order to comply with District policy and to adhere to all legal and administrative directives, including the promotion of the safety and security of students, the protection of District property and deterrence and the prevention of criminal activities.