

**West Linn-Wilsonville
School District 3J
Administrative Rule**

Code: **ECAC-AR/
EEACCA-AR**
Original: March 2017

Revised/Reviewed: May 14, 2018

Video Monitoring

In the context of this Administrative Rule, “video” shall include associated audio recordings where the technology in place supports both and is enabled. Recording of audio is not mandated nor prohibited by this AR.

Education Records

1. The district will include notice in parent/student handbooks that video monitoring equipment may be used on district transportation vehicles transporting students to and from curricular and extracurricular activities.
2. Notice that video recordings may take place on district property and in transportation vehicles will be posted at each school and facility, and on transportation vehicles.

Staff Records

1. Per board policy ECAC, staff are advised that video monitoring equipment may be used on district property as well as transportation vehicles transporting students to and from curricular and/or extracurricular activities.

Storage/Security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be stored for at least 20 days and a maximum of 30 days after initial recording. These recordings may then be erased as storage space is needed unless they become part of a student’s education record, staff personnel record, or legal proceeding.
3. Video recordings held for review of an incident will be maintained in their original form pending resolution. The recording will then be either erased or retained as necessary as a part of the student’s education record, employee’s personnel record, or legal proceeding in accordance with the established district procedures.

Use

1. Video monitoring equipment may be used on all district transportation vehicles transporting students to and from curricular or extracurricular activities at the discretion of the transportation supervisor or superintendent.
2. Video monitoring equipment may be used on district property in any location deemed appropriate by district administration.
3. Staff, students, and visitors are prohibited from tampering with or otherwise interfering with video monitoring equipment.

Viewing Requests

1. Video captured on transportation vehicles:
 - a. District authorizes review of video of students while on or near transportation vehicles to the management team of the bus company in response to potential security, safety, or behavioral issues.
 - b. District administration will be able to review or to have bus company management review video captured in relation to students.
2. Video captured on school grounds:
 - a. Requests to have district or school administration review video recordings captured on school grounds by the district's video monitoring equipment can be made by district officials, including teachers whom the district has determined to have legitimate educational interests, parent(s) or students 18 or older, or others specified in state and federal law and accompanying regulations, within five days of the date of the original recording.
 - (1) Requested reviews of student behavior must meet a threshold of "Reasonable Suspicion". Unless there is urgency in the need for review, school and district administration should consult with at least one other administrator before proceeding. A decision will be made within 3 days of receipt of request for review.
 - (2) Other requested reviews of recorded video regarding safety, security, building operations, and other circumstances are left to the professional discretion of district and school administration.
 - (3) Should a review be reasonable and appropriate, review will be made by administration within 7 days of receipt of the request for review.
 - b. In addition to requests to review recorded video, administrators of the school and district may review recorded video based on professional discretion.
 - c. On occasion, a request to be allowed to actually view the video may accompany the request for review.
 - (1) Such requests will not be honored until and unless all privacy and confidentiality related issues are addressed and overcome which in some cases may not be technically possible and thus eliminate the possibility of viewing beyond district administration and also in consideration to any potential harm to the district, or unless legal proceeding compels the district to provide such video.
 - (2) Only the portion of the video recording concerning a specific incident(s) will be made available.
 - (3) Approved requests to view will be honored in the presence of district administration and, unless compelled by legal proceeding, will not include any release of the video.
 - (4) Approved requests to view will be honored within 14 days of the receipt of the request.
3. Video available from live-feeds:
 - a. In cases of emergency events or other proceedings of importance of the moment, district and school administrators are authorized to view live camera feeds. Live viewing of video feeds should be atypical and important to the current ongoing circumstances of the school.
 - b. In extreme emergency circumstances, district authorizes law enforcement including designated school resource officers access to recorded and live video with prior district administrative approval.
 - c. Live video feeds of entries into school facilities may be on display in appropriate locations in schools and school facilities.

Viewing

1. When approved, actual viewing by anyone other than district or school administration will be permitted at district-related sites only, including the transportation office, schools, district office or as otherwise required by law.
2. When viewed by anyone other than district or school administration, a log will be maintained of those viewing video recordings including date of viewing, reason for viewing, the date and time range the recording was made, the name of the viewer(s), and the location of recording. If recording occurred on a transportation vehicle, the vehicle number and driver will also be included.
3. Video recordings remain the property of the district and may be reproduced only in accordance with law and this policy, including applicable district education records policy and procedures and district personnel records policy, procedures and applicable collective bargaining agreements.
4. Members of the district IT staff are authorized to review recordings and live-feeds as needed in order to ensure optimal functionality of the equipment installed on district grounds. Likewise, members of the transportation management team are authorized to review recordings and live-feeds as needed in order to ensure optimal functionality of equipment on transportation vehicles. While review of content of the cameras or recordings is not the intended purpose, in both cases, should such review expose a potential situation of safety or security or student behavior, staff should make district or school administration aware of date, time, and camera location.

Purchase, Maintenance, Replacement of Equipment/Supplies

1. District IT Director will be responsible for all video monitoring equipment installed on district property, including purchase, maintenance, and replacement, and will develop a long-range video equipment replacement cycle.
2. The transportation supervisor will be responsible for all video equipment on district transportation vehicles, including purchase, maintenance, and replacement, and will develop a long-range video equipment replacement cycle.
3. Vehicle drivers will be responsible for the care of video equipment while operating district vehicles.