

DIGITAL CLOSED CIRCUIT TELEVISION (CCTV) VIDEO SURVEILLANCE AND GLOBAL POSITION SYSTEM (GPS)

1. Purpose and Scope

To provide guidelines and establish procedures for closed circuit television and GPS monitoring coverage at district sites and in district vehicles, authorized users of such a system, closed circuit television monitoring, closed circuit television system modification and expansion, and closed circuit television and GPS maintenance and repairs.

2. CCTV Coverage

- a. The district shall generally employ a philosophy of perimeter coverage for sites. Placement of closed circuit television cameras shall be along the outside of buildings or otherwise aimed and focused on the perimeter of any building. Insofar as possible, perimeter cameras shall have overlapping fields of view to ensure that all areas along the perimeter are included in the closed circuit television coverage.
- b. Use of closed circuit television cameras in school busses shall be positioned to provide maximum coverage within the bus. GPS systems in school busses will be used to monitor location, course of direction and speed
- c. Upon approval of the district Superintendent or designee, exceptions to the philosophy of perimeter closed circuit television coverage may be made to provide such coverage within the campus perimeter and in the interior of a site building to monitor areas of high value (e.g., computer labs, media centers, audio visual storage, and cash transaction areas).
- d. Closed circuit television cameras shall not be placed in areas where there may be a reasonable expectation of privacy by staff or students (e.g., restrooms, locker rooms, private offices, conference rooms, and staff lounges).
- e. Each campus or vehicle utilizing closed circuit television/GPS system shall be posted with appropriate signage indicating use of closed circuit television/GPS on the site or vehicle. Signs shall be conspicuous in size so that a reasonable person would be able to discern their contents. Signs shall be posted at gated access points to the campus.

3. Authorized CCTV/GPS Users

- a. The Superintendent or designee shall approve authorized users of the closed circuit television camera/GPS system. The site principal shall be designated as the individual who will have control and oversight of the system at their school site. The Superintendent or designee and the principal shall maintain a list of all district employees with authorized access to the surveillance control and recording center and to any stored recording media.
- b. Authorized users shall receive training from the vendor or other knowledgeable person regarding proper use of the closed circuit television/GPS equipment and district policy. Included in such training shall be maintenance, storage and use of surveillance images, changing recording media and record keeping.

~~4. CCTV/GPS Monitoring~~

- ~~a. The district and individual school sites shall make every effort to ensure that recorded video images are monitored on a scheduled basis~~
- ~~b. Information obtained through video and GPS surveillance shall be used for property conservation and law enforcement purposes or to enforce district policies. Viewing areas off campus, into neighboring property, into unposted vehicles, or onto any areas where there is an expectation of privacy is also prohibited.~~
- ~~c. Remote closed circuit television monitoring may also be conducted via intranet, Internet, wireless or other means.~~

~~5. CCTV/GPS System Modification and Expansion~~

- ~~a. A closed circuit television/GPS system(s) at any site or in any vehicle shall not be modified, cameras moved or relocated, or the system otherwise altered from its installed state without prior consultation with the site principal, superintendent or designee, and the closed circuit television system vendor. Alterations to the closed circuit television/GPS system shall be documented in writing with a signature of approval from the site principal or the Superintendent or designee.~~
- ~~b. Insofar as possible, closed circuit television/GPS systems throughout the district shall include like equipment and technology. Campus based closed circuit television systems shall be able to be upgraded to permit remote site monitoring by internet capable computers utilizing a host site or other means to receive uploaded real time camera images from each site and providing selective access to those images by authorized users.~~

~~6. CCTV/GPS Maintenance and Repairs~~

- ~~a. Only a qualified CCTV/GPS vendor shall maintain, repair, clean, service, adjust, or replace any closed circuit television and GPS equipment or components.~~
- ~~b. Operating system software including videotapes shall not be altered, downloaded, copied, edited or modified by anyone other than a qualified CCTV/GPS vendor.~~
- ~~c. All physical damage to the closed circuit television/GPS system shall be documented and investigated.~~
- ~~d. A closed circuit television/GPS system log shall be maintained at each site, which records each system user, dates and times of use, activity, repairs or notices of malfunction. Such system logs shall be maintained on an ongoing basis and kept available in secure storage for no less than three years.~~

~~7. Storage and Recall of Recorded CCTV/GPS Information~~

- ~~a. Recorded video images stored on media shall be maintained for a period of three years.~~
- ~~b. All closed circuit television and GPS recording media shall be considered legal evidence and treated as confidential or as directed by district counsel. Release of original closed circuit television media or GPS tracking records to individuals or agencies outside of the district may only occur when a subpoena or other court order is received and reviewed by district counsel.~~

- c. ~~Original closed circuit television media and GPS tracking records shall never be edited or manipulated in any manner. When recorded closed circuit television media or GPS tracking records are requested by any law enforcement agency as part of an ongoing investigation; a duplicate copy may be provided for that purpose upon approval by district counsel.~~

~~Regulation~~ ~~SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT~~
~~approved: August 19, 2009~~ ~~Santa Monica, California~~