

# **Mt. Diablo USD**

## **Draft Board Policy**

### **Revised: 5/10/13**

**All Personnel**

**BP \_\_\_\_\_**

#### **VIDEO MONITORING POLICY FOR EMPLOYEES**

##### **Purpose**

The Mt. Diablo Unified School District (“District”) campus monitoring system is intended to promote the safety of students and employees as well as prevent and deter vandalism and property damage. It is not a substitute for direct supervision and sound personal safety practices.

##### **Video Monitoring Protocol for Employees**

1. Video cameras shall be operated responsibly. Cameras will not be used to zoom in on individuals or pry into a person’s activities without reasonable cause. They shall never be used in restrooms or locker rooms.
2. Cameras shall not be used for any function other than campus security or when there is a reason to believe that serious employee misconduct is occurring that involves safety, security, or criminal conduct.
3. Pursuant to Education Code §49061, all video footage shot on campus in which a student is depicted is part of the student’s record until such footage is purged from the District archive.
4. It is inappropriate to use the video security system to observe the activities of specific individuals or groups for any reason not directly related to the performance of one’s duties. An example of inappropriate use is deliberate prolonged viewing of an individual when there is no reasonable suspicion that the individual is engaged in misconduct.
5. It is reasonable to expect that cameras are used in all common areas of our facilities. Cameras may capture employee activity as part of the scan of a campus or site.
6. Cameras will also be used on District school buses and also in computer and science labs.
7. No video footage may be copied, saved, distributed, or redirected outside of the District’s video monitoring system except where authorized by the Superintendent, or the Superintendent’s designee, as a result of a court order in a legal action.

8. Only those persons authorized by the Superintendent, Assistant Superintendent, or Principal, may view or operate video monitoring cameras or review archived footage. These persons must participate in a brief orientation meeting prior to operating the video monitoring software.

9. Only designated service personnel, or authorized vendors, may remove, reposition, alter or service video cameras per request of the administration. System operators must immediately notify their site administration of any failure or problem with the system.

*Legal Reference:*

*(California Education Code §49061 et seq.)*

Policy approved: \_\_\_\_\_ MT. DIABLO UNIFIED SCHOOL DISTRICT  
Concord, California