



**Irvine Unified School District**  
**Risk Management & Insurance**

**Employee - Acceptable Use Guidelines**

**Camera (Surveillance) System**

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**Background**

Excerpt - Board Policy 3515 – Campus Safety

The Board of Education believes that reasonable use of surveillance cameras will help the Irvine Unified School District (District) achieve its goals for safety of students, employees, and visitors to school grounds. In consultation with site administration and relevant staff, appropriate locations for the placement of surveillance cameras may include but are not limited to hallways, playgrounds, stairwells, parking lots, and other common areas of the campus or facility.

Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. These areas include bathrooms, locker rooms, private offices, and other areas on campus or facility where reasonable expectation of privacy is expected.

No surveillance equipment installed on district property shall be equipped to capture or record sounds. Signs shall be posted at conspicuous locations on campus and District facilities that have implemented surveillance systems. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the District's system is actively monitored by school personnel and public safety agencies.

The District schools shall also provide written notice to students and parents/guardians about the District's surveillance system, including campuses and facilities where surveillance may occur. The written notice shall explain that live and/or captured video activity may be shared with public safety agencies and that school personnel may use captured activity in student disciplinary proceedings. Captured activity on the District's surveillance system that are criminal or suspected criminal in nature may be referred to law enforcement, as appropriate.

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Please Note:

The District does not install, maintain, operate, or monitor any covert cameras on District property. The use of covert cameras is prohibited.

The District shall distribute, collect, and maintain Employee – Acceptable Use Guidelines from all authorized employees assigned to the monitoring of or collection of video surveillance data.

### **Authorized Employees - Defined**

An authorized employee is defined as any District employee, who during their normal course and scope of employment, have a need to monitor live activity and review captured images on the District's surveillance system. Authorized employees include, but are not limited to the following job classifications:

- District Administrators
- Principals
- Assistant Principals
- School Support TOSAs
- Campus Safety Personnel
- Campus Control Assistants
- Other district employees when deemed appropriate by a supervisor

### **Training Requirements – District Surveillance System**

Prior to monitoring or collecting data from the District's surveillance system, employees who are assigned a user account shall receive training on its use before access to the system is granted. Upon request, training will be provided by Campus Safety Services or the District's authorized vendor.

### **Monitoring Images/Footage on District Surveillance System**

For the purposes of carrying out their official duties and responsibilities, authorized employees may monitor live images and/or review recorded images on the District's surveillance system. The monitoring of live images and/or reviewing recording images shall be limited to only that footage that is necessary for the employee to fulfill their official duties and responsibilities.

### **Copying Images/Footage from District Surveillance System**

No District employee shall copy, allow to be copied, or transmit/record onto another device any captured still images or recorded footage from any District surveillance system without authorization from the Superintendent or designee.

### **Captured Images/Footage Involving Students**

If student identifiable information is depicted in any captured recording and the recorded footage is requested pursuant to a lawfully issued subpoena or court order, the principal or their designee is required by law to make a reasonable effort to notify the parent and the student in advance of complying with the subpoena or court order (California Education Code § 49077).

To the extent that any images from the District's surveillance system create a student record, employees shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board Policy, and Administrative Regulation (IUSD Board Policy 3515 – Campus Safety).

### **Captured Images/Footage Involving Employees**

Requests for video surveillance recordings that involve or are related to suspected employee misconduct, including those requested by current or former employees or law enforcement, should be *bookmarked* in the surveillance system and immediately forwarded to the District's Human Resources Department for review.

To the extent that any images from the District's surveillance system create a personnel record, Campus Safety Services (Custodian of Records) shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board Policy, Administrative Regulation, and any applicable collective bargaining agreements (IUSD Board Policy 3515 – Campus Safety).

### **Requests for Access by Third Parties or Entities**

Requests from the public to review or to provide copies of any video surveillance recordings in the possession of the District should be immediately forwarded to the Risk Management & Insurance Department or Student Support Services. This would include requests from any person or entity (including current or former District employees) who have not been authorized by the District to access such recordings.

I have read the *Camera (Surveillance) System – Employee Acceptable Use Guidelines* and understand my responsibilities as it pertains to the use of the District's surveillance system.

Employee Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Training Date: \_\_\_\_\_