Washington County School District
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Saint George, Utah 84770
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Administrative Letter A174

WCSD Security Camera Footage Procedure

Approved: 12-2025

WCSD Security Camera Footage Procedure

Purpose:

To help principals and administrators handle security camera footage.

Security camera footage and access to all associated systems and infrastructure are classified as protected information under the Utah Government Records Access and Management Act (GRAMA), U.C.A. § 63G-2 and in some cases under the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g & 34 CFR Part 99. Accordingly, access to view, retrieve, or otherwise interact with security camera footage must be strictly controlled to ensure compliance with state and federal law, district policy, and the protection of individuals' privacy and safety.

1. When an Incident Occurs:

- **Step 1:** As soon as you become aware of an incident captured on school security cameras, download a copy of the relevant footage.
- **Step 2:** Locate your school's folder in the District's **Secure Google Shared Drive** titled **"WCSD Security Camera Footage."**
- **Step 3:** Create a folder within your school's folder with the date in the following format: YYYY-MM-DD-[Student or Subject Name]
  EXAMPLE: 2025-10-07-JohnSmith
- **Step 4:** Upload all footage of that incident to the folder

2. Viewing or Accessing Security Camera Footage:

- Employees, volunteers, contractors, or any other individuals—including but not limited to family members of employees—**shall not be granted access to view security camera footage unless explicitly authorized within this letter.**

3. Employee Access to Security Camera Footage and Systems:

- Only individuals who have been explicitly **authorized by a member of the Executive Staff**, and who **require such access to fulfill official duties**, may view or access security camera footage or systems.

4. Parent Requests to View Footage:

- **Allowed:** Parents may view footage **only** if their own student is the subject **and** the school has taken action based on that footage.
- **Prevent Recording:**
    - Ask parents not to record the footage.
    - Stop playback if they attempt to record.
- **Protect Bystanders:**
    - Whenever possible, block or obscure faces or areas not relevant to the incident.
    - Low-tech methods (paper, screen covering) are acceptable.

5. Parent Copies of Footage:

- **No Copies:** Parents are **not entitled** to a copy of security camera footage.
- **Never provide a copy** to a parent directly.
- If a parent requests a copy of security camera footage for a medical or health-related reason, please contact the Director of Technology or his/her designee.

6. Legal Requests (Subpoenas or Court Orders):

- Forward all legal documents to the **Director of Technology** or his/her designee.

- The District will comply with valid subpoenas or court orders, but only through the Director of Technology or his/her designee.

7. Requests from Law Enforcement:

- **Viewing:** Law enforcement personnel may be allowed to **view** footage.
- **Copies:** All requests for copies must go through the **Director of Technology** or his/her designee.
- **Notification:** Always notify and store a copy of the footage in the District's **Secure Google Shared Drive** titled **"WCSD Security Camera Footage"**.

8. Law Enforcement Body Cameras:

- Police officers **may** record security camera footage on their **body cameras**.

9. Contractor Access to Security Camera Footage and Systems:

- Contractors, vendors, or other non-district personnel may be granted limited access to security camera systems or footage only when such access is necessary to perform contracted services that directly support district operations or school safety. Any access granted shall occur under the direct supervision of authorized district or school officials and **shall be restricted to the minimum scope and duration required** to complete the assigned work.

- Contractors **shall not** copy, retain, disclose, or otherwise use security camera footage for any purpose outside the contracted services. All contractor activity involving security camera systems must comply with district policy, confidentiality requirements, and applicable state and federal laws.

10. Health and Safety Needs:

- Security Camera footage may be released to medical professionals for health and safety needs. Medical Professionals may view footage onsite, but any requests of copies of the footage must go through the Director of Technology or his/her designee.

11. Insurance Requests for Footage:

- Without a subpoena, the district is unable to release security camera footage to 3rd party insurance companies due to its Protected classification under GRAMA.

- The district will release security camera footage to State Risk Management through the Director of Technology or his/her designee.

12. Other Individuals Viewing Security Camera Footage:

- Other individuals may be permitted to view security camera footage only under the direct supervision of an authorized Administrator and solely for purposes that align with an official administrative function. Such purposes may include, but are not limited to, supporting investigations, disciplinary processes, safety or security reviews, compliance inquiries, or other legitimate district operations requiring situational clarification.