

712 SAFETY & SECURITY TECHNOLOGY

I. PURPOSE

Maintaining the health, welfare, and safety of students, employees, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting the health, welfare, and safety of students, employees, visitors, and school district property. The school board recognizes the value of safety and security technology use to enhance the safety and security of students and employees in school buildings, school buses and other property utilized by Park Rapids Area Schools. Various forms of audio and video surveillance technology equipment may be utilized to deter misbehavior, promote security and safety, and serve as evidence if needed for disciplinary action or criminal proceedings.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video and audio surveillance equipment. Signs will be placed at main entrances to buildings where video and audio surveillance equipment are installed notifying all persons that their conversations and actions may be recorded.
2. Video and audio surveillance equipment may occur in any school district building or any owned or leased school district property.
3. Video and audio surveillance will not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video and audio surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Placement in School Buses

1. School buses owned, leased, contracted and/or operated by the school district may be equipped with video and audio recording equipment. Conspicuously placed signs will notify riders that their conversations and actions may be recorded

C. Use and retention of Video and Audio Recordings

1. Video and audio recordings will be viewed by authorized school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
 - a. Video and audio recordings of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings, school buses, or on school grounds. Recordings will be reviewed under the following conditions: A complaint or report from a student, employee, parent/guardian, bus driver, or other citizen.
 - b. At the request of a school administrator or law enforcement agency;
 - c. Periodic review at the discretion of the building administrators, transportation director, or other designees or the Superintendent.
3. Video and audio recordings will not be released or reviewed by parents/guardians, the public or nonauthorized district personnel except in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
4. Video and audio recordings or copies of video and audio recordings used as evidence in school policy or safety violations will be retained by the school district until conclusion of any disciplinary proceeding in which the video and audio recording is used as evidence and will be kept as set forth in the school district's records and retention schedule.
5. Video and audio recordings used as evidence in criminal proceedings will be retained until released to be destroyed by court order or law enforcement officials.

III. OTHER SAFETY AND SECURITY TECHNOLOGY

A. Placement

1. Other forms of safety and security technology may be utilized to enhance student and employee safety.

B. Use

1. Any safety and security technology used such as stationary or hand-held metal detectors will be utilized in accordance with federal and state statute

and local ordinances. Students and employees will be informed in advance of the use of any such equipment

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video and audio recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video and audio recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration) Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA Service Manual, Chapter 2, Transportation

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