

Policy #: 712
Title: VIDEO SURVEILLANCE
Date of Initial Approval: 09-20-2024
Revision/Re-authorization Dates:
Reviewers: MSA Human Resources; MSA Superintendent

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on Minnesota State Academies (MSA) property and the protection of MSA property are essential functions of our state agency. The behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and MSA property. The MSA board recognizes the value of video/electronic surveillance systems in monitoring activity on MSA property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and MSA property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. MSA buildings and grounds may be equipped with video cameras to ensure the safety of our students, staff, and facilities.
2. Video surveillance may occur in any MSA building or on any MSA property. The superintendent, based on recommendations from the safety committee, will determine the locations of video surveillance cameras (interior and exterior spaces).
3. Video surveillance will not be used in bathrooms, dorm bedrooms, or locker rooms. However, it is possible that entry/exit doors to these areas may appear on surveillance cameras due to coverage of hallways and/or building entry areas.

B. Use of Video Recordings

1. Video recordings will be viewed by assigned MSA personnel on a random basis and/or when problems have been brought to the attention of the superintendent and/or Human Resources.
2. At this time, access to the video recording system will be limited to the Superintendent's office and Human Resources personnel (with the support of IT staff). As needed, video recordings may be released into a shared drive to be viewed by supervisors.
3. Video recordings of the actions of students, visitors, and/or employees may be used by MSA as evidence in any disciplinary action brought against any student, visitor, or employee arising out of the student's or employee's conduct in MSA buildings or grounds.
4. A video recording will be released only 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.

C. Security and Maintenance

1. MSA shall establish appropriate security safeguards to ensure that video 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. MSA shall retain video recordings for at least 30 days. Video recordings that are used in investigations shall be downloaded and stored until the completion of investigations and follow up actions, if any.

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)