

Use of Security Cameras in Fargo Public Schools

Purpose

The Fargo Public Schools uses electronic surveillance systems in order to help ensure that school premises and individuals on school premises are safe and secure. Any person entering a school facility, on school property, or at a school function, or riding a school bus is subject to being videotaped.

Cameras may be used for the following purposes:

1. To protect the school premises from property damage;
2. To deter property damage;
3. To ensure the safety and security of individuals who are on the school premises;
4. To monitor and deter criminal activity from occurring.

Cameras in buildings will have no audio capabilities and will be installed on a closed circuit network.

Camera Locations

Subject to the provisions below, cameras may be placed both in and outside school building(s). Areas chosen for surveillance should be where surveillance serves the purposes outlined in section one of this policy.

1. All cameras must be unconcealed and clearly visible.
2. Cameras shall not be placed in changing rooms, washrooms, and areas where students, staff, and others have a reasonable expectation of privacy.

Use of Recorded Information

The Superintendent and designee(s) may only use recorded information for purposes as outlined in this policy or for purposes expressly stated under state and federal law.

Access to & Disclosure of Recorded Information

1. Only the Superintendent or their designee shall have access to the electronic surveillance system while it is in operation.
2. The district shall comply with all applicable state and federal laws related to access, review, and release of video recordings that are part of the student's educational record under the Family Educational Rights and Privacy Act.
3. Any requests for viewing such files must be made in writing to the Superintendent or their designee. Such requests will be reviewed in light of confidentiality issues and the Family Educational Rights and Privacy Act. If permission to view is granted, the viewing must occur in the presence of the custodian of the record.
4. Under no circumstances will the District's video be duplicated and/or removed from the District unless in accordance with a court order and/or subpoena.

Retention & Disposal of Recordings

1. Recorded information may never be sold, publicly viewed, or distributed in any other fashion except as provided for by this policy and applicable laws.
2. All recorded information used for the purpose of this policy shall be numbered and dated by camera site.
3. Surveillance video is maintained for approximately 21 days before being automatically overwritten, depending on available system storage space. Videos needing to be preserved for a longer duration must be exported from the surveillance video system.

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