

Non-Instructional Operations and Business Services

Video/Electronic Surveillance

I. Purpose

This policy defines the placement and use of school district video/electronic surveillance systems by the district.

II. General Statement of Policy

Maintaining the health, welfare, and safety of students, employees, and visitors while in or on school district property, including while transported by the district, and protecting district property are important functions of the district. The district recognizes the value of video/electronic surveillance systems in monitoring activity on district property in providing these functions.

III. Placement of Video/Electronic Surveillance Systems

- A. School district property may be equipped with video cameras and/or electronic surveillance devices. District property includes any buildings or vehicles owned, leased, contracted, and/or operated by the district.
- B. Video/electronic surveillance may occur in or on any district property.
- C. Video/electronic surveillance will normally not be used in bathrooms or locker rooms, although these areas may be monitored by individuals of the same gender as the occupants of the bathrooms or locker rooms.
- D. Each and every school bus owned, leased, contracted, and/or operated by the district will be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
 - 1. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the district, but cameras may be rotated from bus to bus without prior notice.
 - 2. Video cameras will be placed on a particular school bus, to the extent possible, where the district has received complaints of inappropriate behavior.

IV. Review and Use of Video/Electronic Surveillance

- A. Video/electronic surveillance will be reviewed by school district personnel on a random basis and/or when problems have been brought to the attention of the district.
- B. A video/electronic surveillance recording of the actions of students and/or employees may be used by the district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in or on district property.
- C. Video/electronic surveillance recordings will be released only in conformance with the Minnesota Government Data Practices Act, and the rules and/or regulations promulgated thereunder.

V. Security

- A. Appropriate security safeguards will be established to ensure the video/electronic surveillance recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, and the rules and/or regulations promulgated thereunder.
- B. A video recording will be retained by the district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device on a School Bus)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. Secs. 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

Policy 403 (Discipline of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 506 (Student Conduct and Discipline)
Policy 515 (Protection and Privacy of Student Records)
Policy 713 (Student Transportation)
Policy 719 (Records Retention)

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Edina, Minnesota