



## DIGITAL / ELECTRONIC SURVEILLANCE OTHER THAN ON BUSES

POLICY:	712
ADOPTED:	02/22/00
REVISED:	01/25/21

### I. Purpose

Maintaining the health, welfare, and safety of students, staff, 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 students, staff, visitors, and school district property. The school board recognizes the value of digital and/or electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

### II. General Statement of Policy

#### A. Placement

1. School district buildings and grounds may be equipped with digital/electronic image recorders.
2. Digital/electronic surveillance may occur in any school district building or on any school district property.
3. Digital/electronic surveillance will normally 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. Digital/electronic surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent. Should the Superintendent exercise said approval, the Superintendent shall inform the Board Chair of the conditions related to granting approval.

#### B. Use of Videotape

1. Digital/electronic recordings or images will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.

2. A digital/electronic recording of the actions 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 or on school grounds.
3. A digital/electronic 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. Retention and Storage of Digital/Electronic Recordings of Images

1. Digital/electronic recordings of images will be routinely retained for a minimum of three (3) calendar days. The superintendent or his/her designee may decide to retain a sequence of digital/electronic images for a longer period of time if deemed necessary.
2. Recorded/saved digital images will be stored in a locked and secured area as designated by the superintendent or his/her designee.

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

**Cross References:** Policy 403 – Discipline, Suspension, and Dismissal of School District Employees  
Policy 406 – Public and Private Data  
Policy 506 – Student Discipline  
Policy 515 – Protection and Privacy of Student Records  
Policy 709 – Student Transportation Safety Policy  
Policy 711 – Digital/Electronic Recording on School Buses  
MSBA Service Manual, Chapter 2, Transportation