

USE OF SECURITY CAMERAS AND ELECTRONIC MONITORING EQUIPMENT

731.3

In pursuit of the School Board's goal to provide a safe environment on its premises and in connection with its operations and programs, the Board authorizes the District's lawful use of video surveillance, detectors, or similar electronic monitoring equipment on District property and in connection with District programs and operations. This policy is not intended to grant or create any expectation of privacy as to any time or location where a person would not already have an enforceable expectation of privacy to be free from such surveillance or monitoring.

The electronic monitoring equipment that the District uses on an ongoing and regular basis:

- May be placed and used in locations where individuals do not have a legally-enforceable expectation of privacy to be free from such surveillance and monitoring, including but not limited to common areas of District buildings, such as hallways, entryways, libraries, gymnasiums, and cafeterias; District parking lots; and other outdoor facilities.
- Will not be regularly and comprehensively monitored by employees or agents of the District on a real-time basis.
- Will not be set to record audio or to detect audio for the purpose of audio transmission.

Video surveillance shall not be used in any restrooms, locker rooms, or designated changing areas.

Subject to state and federal laws and to other District policies and regulations, information that the District obtains through the use of the District's video surveillance/electronic monitoring equipment may be used:

- To support the safe and orderly operation of the District's schools and facilities, including use for law enforcement purposes when appropriate; and
- As evidence in disciplinary proceedings, administrative proceedings, or other legal proceedings.

Retention and Access

Media captured by or from District-controlled video surveillance/electronic monitoring equipment will be retained consistent with the District's records

retention obligations and schedules. Recordings that are not accessed or reviewed for a specific purpose shall be retained for two weeks prior to being deleted or purged. Recordings that are accessed or reviewed for a specific purpose or that otherwise become subject to a litigation hold, specific records request, subpoena, or similar situation shall have at least one copy maintained in an unaltered and unedited state. Recordings that are part of a student discipline incident or file shall be maintained until one year after the student graduates or leaves the school system (unless extended by consent).

Building level administrators (principals, assistant principals) and the school resource officer shall be the primary individuals who have authority to access and view images or other media captured by the District's video surveillance/electronic monitoring equipment. These primary authorized individuals may approve other staff members or persons who are performing an institutional function on behalf of the District to access/view such media, with any restrictions/limitations that are appropriate to the specific circumstance. No person may access or view such media unless they have obtained express approval and have a legitimate purpose for doing so.

All third-party requests to view, access, or obtain copies of images or other media captured by video surveillance/electronic monitoring equipment, including requests from law enforcement personnel, shall be handled via established procedures for responding to requests for access to District records, including (but not limited to) procedures for requests related to personally-identifiable student records, personnel records, and general public records.

Prohibited Conduct

Any student who takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment (including altering its viewing angle or changing its field of view) is subject to possible disciplinary action, up to and including possible expulsion.

A District employee shall be subject to possible disciplinary action, up to and including termination, if he/she (1) without express administrative authorization, takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment, or (2) uses electronic monitoring equipment, recordings, or transmissions without authorization or in a manner that is inconsistent with applicable law, this policy, or any other Board policy or regulation.

Policy Applicability

With the exception of this paragraph, this policy is not intended to directly address the use of video surveillance or electronic monitoring equipment on any

contracted vehicles that are used to provide student transportation. However, to the extent consistent with or if not otherwise addressed in the relevant contract for transportation services, the Director of Finance and Operations may approve the contractor's operation of such equipment on contracted vehicles in a manner that is consistent with applicable legal requirements.

This policy does not address or cover instances where District employees or agents record a specific event (e.g., a play, music performance, athletic contest, or graduation), or an isolated instance where, with appropriate authorization, a classroom or school activity is video recorded for educational, instructional, or research purposes.

Legal References:

Wisconsin Statutes

- [Subchapter II of Ch. 19](#) [public records and official property, including information on retention schedules and contractor records]
- [Section 118.125](#) [state student records law]
- [Section 175.22](#) [privacy in locker room policy]
- [Section 942.08](#) [invasion of privacy]
- [Section 995.50](#) [right of privacy]

Federal Laws and Regulations

- [Family and Educational Rights and Privacy Act \(FERPA\) Regulations](#) [federal regulations governing confidentiality of student records]

Adopted: 10/18/21