

## **3188R - Video Security Regulations**

### **1) Purpose:**

The Duluth Public School District believes that schools and school property should be safe and secure to protect individuals and their property from harm. To this end, the District supports the controlled use of Closed-Circuit Television (CCTV) video security systems in the district. The District also believes that the privacy of individuals should be protected; and therefore, the use of video security must be strictly controlled to ensure protection of individual rights and compliance with federal and state laws addressing the privacy and disclosure of student records.

### **2) Signage:**

Explicit notification shall be accomplished with signage advising of video security systems on district property. Signage shall state:

#### **Security Cameras in Use**

### **3) Intent of security system:**

- a) Review of incidents and disciplinary actions related to school district operations.
- b) Judicious use of the system is implied and expected.
- c) System is reactive, not proactive, and is not intended for real-time surveillance.
- d) Any recording resulting in a disciplinary action constitutes an “educational record” per Family Educational Rights and Privacy Act (FERPA) for all students disciplined due to the incident.
- e) All viewing or releasing of videos involving students must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and FERPA regulations, 20 U.S.C. § 1232g and the rules and/or regulations promulgated thereunder.

### **4) Viewing**

- a) Viewing is defined as visual inspection only.
- b) Administrators who have access to the security cameras, may allow District staff and/or school Liaison Officer(s) to view video for appropriate identification of individual(s) or appropriate disciplinary action.
- c) All viewing requests by non-district staff, including parent/guardians, must be pre-approved by the Superintendent or his/her designee in accordance with FERPA and the Minnesota Government Data Practices Act.

### **5) Releasing videos**

- a)** Release is defined as providing copies.
- b)** All videos released outside of ISD#709 containing student data must be subpoenaed in accordance with FERPA, as above.
- c)** The Technology Department of ISD709 will keep a copy of all videos released in a secure location.
- d)** Fees may be required for all videos released. Fees could include media replacement costs, as well as hourly reimbursement.
- e)** All videos must be approved for release by the Superintendent or his/her designee in accordance with the Minnesota Government Data Practices Act. FERPA does not apply unless students are depicted in the video.

Adopted: