

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 ~~school~~ 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** ~~for district use.~~
- B. Video/electronic surveillance may occur in ~~any district building~~ or on any district property.
- C. Video/**electronic** surveillance will normally not be used in bathrooms or locker rooms, although these areas may be ~~placed under surveillance~~ **monitored** by individuals of the same gender as the occupants of the bathrooms or locker rooms. ~~Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.~~
- 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.4. 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.2. 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 ~~district buildings~~ or on district grounds ~~property~~.
- C.3. 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. ~~The school district will ensure that video recordings are retained in accordance with the district's records retention schedule.~~ 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)

Policy

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INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota