

## Non-Instructional Operations and Business Services

### Video/Electronic Surveillance

#### I. Purpose

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

#### II. General Statement of Policy

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

#### III. Placement of Video/Electronic Surveillance

- A. School district property may be equipped with video cameras and/or electronic surveillance devices. School district property includes any buildings or vehicles leased for district use.
- B. Video/electronic surveillance may occur in any district building or on any district property.
- C. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance 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.

#### IV. Review and Use of Video/Electronic Surveillance

- 1. 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.
- 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.

3. Video/electronic surveillance will be released only in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. 13~~, the Family Educational Rights and Privacy Act, ~~20 U.S.C. § 1232g~~ and the rules and/or regulations promulgated thereunder.

## V. Security

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, ~~20 U.S.C. § 1232g~~ and the rules and/or regulations promulgated thereunder. [The school district will ensure that video recordings are retained in accordance with the district's records retention schedule.](#)

### 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)  
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 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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INDEPENDENT SCHOOL DISTRICT [NO. 273](#)  
Edina, Minnesota