

**Use of Security Cameras and Electronic Monitoring Equipment**

In pursuit of the Board of Education'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 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. Specific locations for the equipment shall be approved by the District Administrator.
- Shall not be used in any restrooms, locker rooms, or designated changing areas.
- 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. If there is a request or proposal to record or transmit audio in connection with any special and limited safety-related, security-related, or misconduct-related operation in the District, such use must be expressly approved in advance by the District Administrator, who shall first take steps to verify that the proposed activity is consistent with applicable legal restrictions.

As authorized or directed by the District Administrator, the District may post notices or take other steps to inform people that their conduct may be monitored and/or recorded.

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**

The District Administrator shall establish protocols for the proper retention of media captured by or from District-controlled video surveillance/electronic monitoring equipment. The protocols shall be consistent with the District's records retention obligations and schedules. The protocols shall also differentiate between (1) recordings that are not accessed or reviewed for a specific purpose, twenty-one (21) days and (2) 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. Until such recorded media is deleted or purged at an appropriate time, the District shall maintain at least one copy of the media that remains unaltered and unedited.

The District Administrator and principal 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.

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, graduation, or Board meeting), 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**

<a href="#">Subchapter II of Ch. 19</a>	[public records and official property, including information on retention schedules and contractor records]
<a href="#">Section 118.125</a>	[state student records law]
<a href="#">Section 175.22</a>	[privacy in locker room policy]
<a href="#">Section 942.08</a>	[invasion of privacy]
<a href="#">Section 995.50</a>	[right of privacy]

#### **Federal Laws and Regulations**

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

### **Cross References:**

**Adoption:** 3/11/19