

## ELECTRONIC SECURITY SYSTEMS

The Board of Education takes seriously its in loco parentis responsibility to provide safe and healthful facilities, to provide for the care, control and management of school district property, and to provide general supervision over the District's schools. To that end the District has installed electronic monitoring, video cameras, door cameras and buzzers to identify visitors, and after-hours motion detectors to secure our District's schools. These systems along with the fire alarms, PA systems, and the District's Crisis Plan are designed to mutually serve the interests of safety of our students.

The following practices will govern the use of the District's surveillance technology:

- Video surveillance is placed on school premises only where students and staff lack a reasonable expectation of privacy, hallways, areas of egress, parking lots, etc.
- All cameras are located to protect individual safety and building security.
- The administrative offices of each building are designated as the area for observation.
- Recorded information is stored for a period of time determined by District administrative personnel, and is then erased, unless retained as part of a criminal instigation, court proceeding or district policy implementation.
- All monitoring will be conducted regarding suspicious behavior will relate to the safety or security of students or staff or building security, and will not be based on individual characteristics or classifications such as race, sex, disability, or sexual orientation.
- Warning signs will be prominently displayed informing students, staff and visitors of video monitoring and recording stipulating that " the school facility employs video surveillance equipment for security purposes but that the equipment may or may not be monitored at any time."
- Only individuals authorized by the district administrator of building principal may view video monitoring equipment or video recordings, i.e., video recordings may only be viewed by administration, employees specifically designated by administration, school district staff with a direct involvement with the recorded contents of the specific video recording, or employees or agents responsible for the technical operations fo the system. Parents/guardians and students will be allowed to view video recordings that have become part of the student's behavioral record in accordance with the district's student records policy.
- Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy.
- Video behavioral recordings will be maintained or destroyed in accordance with the district's public records and student records policies and procedures.
- Video recordings that become a part of a student's behavior record will be digitally segregated for appropriate confidentiality and authenticated access.
- Discipline action(s) arising from administrative review of a surveillance tape shall be in accordance with District policies and state law.
- Any release of the surveillance tape to any individual, organization or agency shall be handled by the Superintendent and shall be governed by District policy and state law.

LEGAL REFERENCES: Wisconsin Stats. 118.125;

CROSS REFERENCE: Policy #411 - Nondiscrimination  
Policy #445 - Law Enforcement/Investigations  
Policy #443 - Student Conduct  
Policy #731 - Locker Room Privacy  
Policy #823.1 Records Retention  
Policy #860 - School Visitors

APPROVED: 12/21/2009