

731.2 USE OF ELECTRONIC SURVEILLANCE TECHNOLOGY IN PUBLIC AREAS OF SCHOOL BUILDINGS AND PROPERTY

The Wisconsin Rapids School District authorizes the use of electronic surveillance technology in District buildings and on District property for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft, vandalism, criminal activity, bullying and harassment, to protect District property and building security, and for enforcing district/school policies, procedures and rules.

Surveillance equipment will be used according to the following guidelines:

1. Equipment may be monitored as needed and in emergency situations, but only in compliance with state or federal law.
2. Only individuals authorized by the Superintendent or principal may view recordings. Video recordings shall not be available for viewing by the public in general, employees in general, or the media. A log will be kept of the date and names of the individuals viewing the video recording.
3. The District reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the Superintendent and/or his/her designee and in compliance with appropriate federal and state laws.
4. The Superintendent may authorize law enforcement to view and/or monitor video surveillance/electronic monitoring live streaming broadcasts. The Superintendent may further authorize law enforcement in an emergency situation to view, monitor and/or record video surveillance/electronic monitoring live streaming broadcasts or recordings if the Superintendent determines that such disclosure protects the health and/or safety of any individual or school district property. The Superintendent is authorized to provide advance guidance to law enforcement on the circumstances in which such authority is granted.
5. The following procedures apply to the viewing of surveillance equipment recordings by adult students and the parent(s)/guardian(s) of minor students when the recording provides a basis for student discipline:
 - A. Adult students (those at least 18 years old) and the parent(s)/guardian(s) of minor students can view the recording along with a school administrator or authorized school staff member. Minor students cannot view the recording. Parents/guardians of adult students may be allowed to view the recording without the adult student's written consent if the adult student is a dependent of his/her parent/guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
 - B. If more than one student is identifiable in a given frame or series of frames, neither the student to be disciplined (regardless of age) or that student's parent(s)/guardian(s) will be able to view the recording unless:
 - a. the recording can be edited or altered so as to render all other students unrecognizable, or;

- b. written consents are obtained from the other adult students and the parent(s)/guardian(s) of the other minor students. Consents must be signed, dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party or parties to whom disclosure may be made.
6. The surveillance system may be used as a resource for investigations. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings and/or administrative or criminal proceeding, subject to District policy and procedures. Should a video recording become part of a student or employee disciplinary action, the digitally segregated recording may become part of the student's behavioral record or staff member's personnel file, consistent with the District's records policy and procedures.

Video surveillance/electronic monitoring recordings that are a pupil's behavioral record, employee disciplinary record, or for other reasons as established by state or federal law will be retained in accordance with such record retention requirements. Video surveillance/electronic monitoring recordings that are a pupil's behavioral record or staff member's personnel record will be digitally segregated for confidentiality and authenticated approved access.

7. Except as provided elsewhere in policy, video recording will be kept no longer than 30 days. All recordings shall be disposed of in a secure manner. If there are no issues pertaining to the date a video was recorded, the recording may be erased or disposed of in a secure manner after 10 student school days.
8. Cameras are authorized for use in the following areas where public, students, and staff have no reasonable expectation of privacy: entrances, hallways, commons, classrooms, gymnasiums, libraries, parking lots, athletic fields, playgrounds, and the exterior of buildings. Under no circumstances will video cameras be used in any area where the public, students, or staff have a reasonable expectation of privacy, including restrooms, locker rooms, and health rooms.
9. Fake cameras will not be permitted. Equipment may or may not be monitored at all times.
10. Signs will be posted at all main entrances to the buildings stating that video surveillance technology is in use, but may or may not be continuously monitored.

Other public areas of District buildings and grounds may be subject to limited term surveillance with the authorization of the Superintendent or his/her designee. Such approval will be granted only in situations where the Superintendent or his/her designee has reason to believe that a safe and orderly educational environment is at risk, or to monitor areas where theft, vandalism, bullying or harassment are believed to be occurring. Video surveillance will be used in accordance with the guidelines enumerated in this policy.

The District may be in agreement with a municipality for their provision of a School Resource Officer (SRO) and other law enforcement services. As a matter of policy, the District has not directed the SRO or other law enforcement officers to wear and actively use a body-worn camera. The SRO and other law enforcement officers may in the course of their duties in the District be wearing and actively using body-worn cameras. The video or still images from such cameras are law enforcement records that may be subject to release as a public record. In addition, if the video or still image is shared (either through an actual transfer or the record or by a viewing of the record) with the District, the image or video recording may be a pupil record. The District is responsible for the retention and administration of pupil records. The SRO and municipality are responsible for the retention and

administration of law enforcement records. The District and municipality will discuss the record retention and confidentiality aspects of the video record before a request and transfer of a video record occurs.

This policy will be referenced in student and employee handbooks, district newsletters, and by other reasonable means.

LEGAL REF.: Section 118.125, 120.13(1), 175.22, 942.09, 995.50 Wisconsin Statutes
Chapter 19, Subchapters II & IV Wisconsin Statutes
Family Educational Rights & Privacy Act

CROSS REF.: 347 – Student Records
347 Rule – Guidelines for the Control and Maintenance of Student Records
731.1 – Locker Room Privacy
751.21 – Use of Electronic Surveillance Technology on School Bus

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