

## ELECTRONIC SURVEILLANCE POLICY

It is the policy of the Rice Lake Area School District to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. The Board of Education has authorized installation of video camera systems at the Rice Lake Area School District Facilities. This system will be used exclusively for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism, and for enforcing school policies and rules.

1. Video surveillance shall be used only to promote the order, safety, and security of students, staff, visitors, and property.
2. Signs stating "Surveillance Cameras in Use" will be posted at entrances to buildings.
3. Cameras will be placed only in public areas such as hallways, commons, parking lots, gymnasiums, entrances, exterior of buildings, and athletic areas.
4. The cameras will not be routinely monitored and are to be used as a resource only for investigations.
5. Cameras shall not be used in any area where the public, students, or staff have a reasonable expectation of privacy; including restrooms, locker rooms, and health rooms.
6. No "dummy" cameras will be permitted.
7. Only individuals authorized by the district administrator or building principal may view surveillance recordings.
8. Should surveillance recordings become part of a student disciplinary action, they become part of that student's record and shall be dealt with consistent with the district's student records policy and procedures.
9. Except as provided in item 8, video recordings will be kept at a minimum of 14 days.
10. The District reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the district administrator and in compliance with appropriate federal and state laws.
11. In general surveillance situations, audio is not recorded. On school buses, audio is recorded, and signage stating such is posted on each bus.
12. This policy shall be distributed through student and employee handbooks, district newsletters, on facility use request forms, and by other reasonable means.

Legal Ref: 118.125 WSS(19)

Cross Ref: 347 Student Records; 347 Rule Student Records; 457 Student Safety; 491 Student Photographs; 731 Buildings and Grounds Security; 731.1 Locker Room Privacy; 731.3 Building Key/Access Card Control

Adopted: 02/23/09

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09/09/19