

POLICY: ECAC
Approved: October 24, 2005
Revised: April 26, 2010
Revised: March 19, 2012

SURVEILLANCE CAMERAS

Surveillance cameras may be used in all areas under the supervision of the School District of Hartford Jt. #1, as well as buildings in the District, including school buildings. The District Administrator is responsible for determining where to install and operate audio/video surveillance/electronic monitoring equipment in the District.

If surveillance cameras are installed on school property, audio/video surveillance shall be used only to promote the order, safety and security of students, staff, visitors and property.

When cameras are used, signs stating "Surveillance Cameras in Use" will be posted. Cameras will be placed only in public areas such as hallways, classrooms, parking lots, entrances and athletic areas. Cameras shall not be used in areas such as restrooms and locker rooms.

Any information obtained from audio/video surveillance/electronic monitoring systems may only be used to support the orderly operation of the schools and facilities, and for law enforcement purposes; and not for any other purposes. As such, recordings obtained through the use of audio/video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file. The Board will not use audio/video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Only individuals authorized by the District Administrator or building principal may view surveillance records. Recordings of students will be treated as confidential. Consequently, because the Board is bound by Wisconsin Pupil Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any audio/video surveillance relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

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Schools shall include this policy in the student handbook that is distributed annually to each student enrolled in the District.

Procedure

1. Cameras will be placed in locations where they enhance the District's efforts to provide a safe and secure environment.
2. Cameras will be visible, unless otherwise authorized by the District Administrator.
3. Cameras shall not be placed in a restroom or locker room.
4. Cameras shall not be placed in a classroom without the consent of the District Administrator.
5. Surveillance records will be archived for a minimum of 30 days.