

USE OF SECURITY CAMERAS AND ELECTRONIC MONITORING EQUIPMENT

It is the policy of the Iola-Scandinavia School District to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions.

Surveillance, through the security cameras and electronic monitoring equipment installed on school property, shall be used only to promote the order, safety and security of students, staff, visitors and property.

Security cameras and/or electronic monitoring equipment are authorized for use in areas including but not limited to entrances, hallways, commons, gymnasiums, libraries, parking lots, athletic fields and the exterior of buildings. Specific locations for the equipment shall be approved by the District Administrator or his/her administrative-level designee.

The use of security cameras and electronic monitoring equipment shall be governed by the following procedures:

1. A student being disciplined based on the viewing of the recording, and/or their parent(s)/guardian(s), may view the isolated segment of the recording that documents the incident they are being disciplined for unless the District determines that allowing a particular viewing would violate state or federal law. The District Administrator and/or the Building Administrator(s) shall view the recording with the student and/or parent(s)/guardian(s) and document the date and names of the individuals viewing the recording.
2. Recordings shall not be available for viewing by the public in general, employees in general, media, or other individuals. To the extent permitted by law, the District Administrator or Building Administrator(s) may authorize other individuals to view segments of a specific recording if such individuals are working with the student(s) because of a behavior, emotional, or learning problem and viewing the recording is beneficial to their role in assisting the student(s). Documentation of the date and name of all individual(s) viewing the video shall be kept.
3. If there are reported incidents pertaining to the date of a recording, the recording may be erased or reused after five (5) student school days or ten (10) calendar days, whichever occurs first.

Under no circumstances will security cameras or electronic monitoring equipment be used in any area where public, students, or staff have a reasonable expectation of privacy, including inside of restrooms, locker rooms, designated changing areas, and health rooms.

As authorized or directed by the District Administrator in consultation with the Building Administrators, the District may post notices or take other steps to inform students, staff and the public that they may be monitored and/or recorded.

Only individuals authorized by the District Administrator or Building Administrator may view surveillance recordings. Disciplinary action may be imposed upon staff or students based on information revealed by security cameras and/or electronic monitoring equipment. Should surveillance recordings become part of a student disciplinary action, the recordings may be designated as the student's record and shall be dealt with consistent with applicable law and the District's student records policy and procedures. 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 applicable federal and state laws.

LEGAL REF:

CROSS REF:

APPROVED: August 14, 2017