

Effective Date: 10/18/16	500-29 Security Cameras on School Grounds, Property, or School Buses
Revision Date: 8/21/18, 3/23/21	Approved by: DPSA Board
Last Reviewed: 3/18/21	

The Duluth Public Schools Academy, Charter School District 4020-07, is committed to providing a safe and secure environment. DPSA may use security cameras on school grounds, property, and/or school buses, as tools to maintain and enhance the safety and security of DPSA's students, staff, volunteers, and the community.

I. Permitted Uses of Security Camera Feeds and Recordings

Any recordings resulting from the use of security cameras shall be used for:

1. The promotion of a safe environment for students, employees, and members of the community;
2. Student and employee disciplinary proceedings;
3. The protection of school property;
4. Adherence to all school legal and administrative directives; and
5. Inquiries and proceedings relating to law enforcement.

DPSA will not use security cameras for purposes other than those described above unless expressly authorized by the Head of School. Only school personnel or individuals authorized by the Head of School or designee will have access to security cameras, monitors, or monitoring tools and be permitted to operate the controls, capture, or share footage. All uses of security cameras and recordings will occur in accordance with federal and state laws related to student and employee data privacy including, but not limited to, the Minnesota Government Data Practices Act ("MNGDPA") and the Family Educational Rights and Privacy Act ("FERPA") as well as the rules and/or regulations promulgated thereunder.

II. Security Camera Location, Operation, and Control

School grounds, buildings, and property, including buses, may be equipped with security cameras. Security Cameras may be placed to monitor areas where there is not a reasonable expectation of privacy, such as school buses, school grounds, parking lots, school entrances/exits, hallways, front offices, gymnasiums and athletic areas, cafeterias, libraries, elevators, and other public, shared, or common spaces.

Security cameras will normally not be placed to monitor areas where there is a reasonable expectation of privacy, including, but not necessarily limited to, locker

rooms, changing rooms, and restrooms. Security cameras in areas where there is a reasonable expectation of privacy shall only be utilized in accordance with state and federal law and shall only be undertaken in serious situations, with extraordinary controls in place, and only as expressly approved by the Head of School.

Only personnel authorized by the Head of School or her designee shall install or adjust security cameras or related equipment. This procedure does not apply to situations where a law enforcement agency presents a valid search warrant authorizing the installation of video or audio surveillance equipment on DPSS's property.

III. Notification of Use of Security Cameras

Appropriate signage will be posted at major entrances to school buildings and on school buses and said signage will notify students, staff, volunteers and the community of the school's use of security cameras. Signs will also be posted in other conspicuous locations informing persons that the buildings and grounds may be under electronic surveillance. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the school buildings, on school buses, and on school grounds. Such notification will include, but not be limited to, staff orientation, an employee email(s), and student handbooks. The notification to students and staff will identify key procedures and reference this policy.

IV. Expectation of Privacy

Except in areas such as locker rooms, changing rooms and restrooms students, staff and members of the community do not have an expectation of privacy and all conduct on school property may be recorded, preserved, and examined by means of security cameras. Even in sensitive areas where there may be an expectation of privacy security cameras may be utilized in accordance with state and federal law. However, use of security cameras in areas where there is an expectation of privacy shall only be undertaken in serious situations, with extraordinary controls in place, and only as expressly approved by the Head of School.

Further, no person on a school bus shall have a legitimate expectation of privacy with respect to their conduct or speech. Thus, security cameras may be used on school buses to record all speech and conduct.

V. Video Monitoring and Viewing

Real-time surveillance monitors may be viewed by any authorized school personnel and members of law enforcement. Preserved recordings will be viewed only by school personnel authorized by the Head of School or her

designee. Viewing of security cameras and/or other surveillance systems shall only occur in a setting that ensures controlled access, an inability to tamper with the footage, and privacy from accidental public viewing. Non-school personnel will be authorized to view preserved camera footage on a case-by-case basis by the Head of School or designee and only when doing so is in accordance with state and federal law.

Preserved footage will be released by the Head of School or designee in limited circumstances on a case-by-case basis as follows:

1. In order to protect the health and safety of all students, staff, and members of the community, recordings that reveal unlawful actions will be brought to the attention of and/or released to law enforcement agencies as allowed by law.
2. A parent/guardian of a student pictured on preserved camera footage may be permitted by the Head of School or designee to view said camera footage provided that said viewing is consistent with applicable state and federal law.
3. A parent/guardian of a student will be permitted to view any preserved camera footage that is used in a disciplinary action against their child provided the data rights of other students, staff, and/or members are not violated.
4. In response to a public records request, DPSA will provide preserved camera footage as allowed by the MNGDPA and FERPA as well as the rules and/or regulations promulgated thereunder.

VI. Protection of Information and Disclosure

DPSA will establish appropriate security safeguards to ensure that video recordings are preserved and stored in conformance with the MNGDPA and FERPA. DPSA will ensure that video recordings are retained in accordance with the specifications of its security camera system and applicable retention schedules.

The Head of School is authorized to maintain the operation of the school's security cameras in operation for the useful life of the cameras. The Head of School or designees may preserve any available footage by creating an electronic copy of footage relevant to possible disciplinary action, criminal activity, for safety purposes, for security investigation(s), or for other evidentiary purposes.

VII. No Guarantee of Recording

Despite the existence of this policy, there is no guarantee that every school interior, parking lot, general grounds, building, or bus will be equipped with a security camera or that the security camera in a specific area or on a specific bus will be in operation at a specific time, or that a security camera will record specific

conduct or expression, or that security camera resolution will be sufficient to capture images with clarity in all circumstances.

VIII. Miscellaneous

The Head of School is authorized to develop forms and administrative protocols in order to implement this policy. It is a violation of the policy to interfere, obstruct, or disable any of the school's cameras or recording systems. This includes, covering the cameras, cutting the wires, or disabling the system in any way.

Any violation of this policy by students, staff, or the community may result in formal or informal discipline.

The effectiveness of security camera operation procedures and protocols will be reviewed on a regular basis by the Head of School.