

7.81 ELECTRONIC SURVEILLANCE

The Little Wound School Board recognizes the responsibility to maintain security, order, and discipline on all school property, including but not limited to, the offices, school buildings, classrooms, school grounds and school vehicles. The students and staff recognize that their security and safety depend upon the capacity of the school to maintain discipline and order and, consequently, supervision over the ability to impose certain conditions on the activities of students is assumed and expected.

Nevertheless, the school recognizes established privacy interests of its students and staff, and is committed to protecting the confidentiality of students and staff's records maintained by the school to the extent authorized by law.

The school has determined that electronic surveillance systems are necessary for monitoring activity on school property, and in school vehicles in order to protect the health, welfare and safety of its students, staff, and other authorized occupants. Accordingly, the School authorizes the use of electronic surveillance in the form of video camera surveillance on the school offices, classrooms, buildings, grounds, and in its transportation vehicles as follows:

1. Video cameras shall be placed in public locations deemed appropriate by the Superintendent or designee and shall not be placed in areas where there is a reasonable expectation of privacy.
2. The School shall notify its students, their parents/guardians and School staff that electronic surveillance may occur on any School property, or on any transportation vehicle, and that video recordings may be used in disciplinary actions or sanctions. The School shall incorporate said notice in handbooks, post notice at the main entrance of the School office, school buildings, classrooms, and at the entry door of any bus that may have electronic surveillance equipment in operation.
3. The use and maintenance of electronic surveillance equipment on school grounds, School property, or in transportation vehicles shall be supervised and controlled by the Superintendent, the school principals or other authorized administrators. Students and staff shall not tamper or interfere with the video camera equipment.
4. The use of video recordings from surveillance equipment shall be subject to other policies of the School including policies concerning the confidentiality of student and personnel records. The School shall comply with all applicable state and federal laws related to record maintenance, retention, and disclosure including the Family Educational Rights and Privacy Act ("FERPA"), and all applicable tribal, state and federal laws.
5. Electronic surveillance shall only be used to promote the order, safety, and security of students, staff, property, and other authorized individuals. The School may rely on the images obtained by video surveillance cameras in connection with the enforcement of Board policy, administrative regulations, building rules, and other applicable laws.

6. In addition to any surveillance that might otherwise be permitted by law, video or audio recording in the classrooms will be permitted to promote educational purposes and staff improvement but not for staff or teacher discipline unless the recording of staff or teachers is incidental to an otherwise properly recorded incident.
7. Surveillance systems and all resulting recordings shall be located in a secured area and access to the system and recordings shall be strictly limited. Video recordings will be archived on a secured server for ten (10) days until removed. Recordings may be reviewed as authorized by the Superintendent or designee.
8. Video recordings retained as part of an individual student's disciplinary record shall be maintained in accordance with law and board policy governing the access, review, and release of student records.
9. All media viewed or listened to by law enforcement, parents, or any persons outside of authorized school personnel will be documented in a log with the date, time, reason, and names of individuals reviewing the media.
10. Employees shall be responsible for the appropriate use of technology and shall not use any school resources for unethical practices or any activity prohibited by law or school policy.

Viewing Requests

Due to federal law and student privacy concerns, the school will not allow video to be reviewed unless a court order requires it. In such instances, the video shall only be reviewed at the school under proper supervision and the viewer shall agree to maintain confidentiality as it relates to other students. When possible, the school shall blur or block identity of other students.

All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, school officials and/or law enforcement with a direct interest in the proceedings as authorized by the principal and only the portion of the video recording concerning the related specific incident will be made available for viewing.

1. Written requests for viewing may be made to the principal within five school days of the date of recording, and/or notice of the recording.
2. Approval/denial for viewing will be made within 10 school days of receipt of the request and so communicated to the requesting individual.
3. Video recordings will be made available for viewing within three school days of the request approval.
4. Actual viewing will be permitted only at school-related sites, including the school buildings or essential administrative offices.
5. All viewing will include the building principal, or their designee.

6. A written log will be maintained for those viewing video recordings, including the date of viewing, reason for viewing, date the recording was made, location at school or school office, and signature of the viewer.
7. Video recordings will remain the property of the school and may be reproduced only in accordance with law, including applicable Board policy and regulations.