

## **731.4 Electronic Surveillance of Public Ares of School Buildings**

The Williams Bay School District Board of Education has authorized installation of a video camera system in Williams Bay schools. 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.

The video camera system installed in school buildings and on school grounds shall be used according to the following guidelines:

1. The cameras will not be continuously monitored except when specifically authorized by the District Administrator in an emergency and only in compliance with state or federal law.
2. Only individuals authorized by the District Administrator or principal may view recordings.
3. The video camera system is to be used as a resource for investigations only. Should a video recording become part of a student disciplinary action, the recording will become part of the student's behavioral record consistent with the district's 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 appropriate state and federal laws.
4. Except as provided in item (3), video recordings will be kept no longer than 30 days.
5. Cameras are authorized for use in the following areas where the public, students and staff have no reasonable expectation of privacy: entrances, hallways, commons, gymnasiums, parking lots, athletic fields, and the exterior of buildings. Under no circumstances will video cameras be used in any area where the public, students or staff have a reasonable expectation of privacy, including restrooms, locker rooms, changing areas, and health rooms.
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7. Other public areas of District buildings and grounds may be subject to limited term surveillance with the written authorization of the District Administrator. Such approval will be granted only in situations where the District Administrator has reason to believe that a safe and orderly educational environment is at risk or to monitor areas where theft and vandalism are believed to be occurring. Video surveillance will be used in accordance with guidelines (1) through (5) listed above.

This policy shall be distributed through family and employee handbooks, district newsletters, on facility use request forms and by other reasonable means.

LEGAL REFERENCE: Wisconsin Statutes, Sections 118.125; 175.22; 942.08; 995.50;  
Subchapter II of Chapter 19 – Public Records and Property

APPROVED: December 20, 2021