

RECORDING OF SCHOOL PERSONNEL

I. PURPOSE

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which staff may possess, including but not limited to cellular phones and other personal electronic devices capable of recording and/or transmitting data or images.

II. INTERMEDIATE DISTRICT 917 REGULATIONS REGARDING RECORDING OF SCHOOL PERSONNEL

- A. Use of personally owned devices in locker rooms, restrooms, and nurse's offices for recording purposes is expressly prohibited. Employees are prohibited from using the District System or personal electronic devices to send or receive messages, pictures, or documents that are fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, defamatory, threatening, or that are intended to promote or incite violence against a person or property.
- B. In the event a parent, guardian, or student wishes to record (including pictures/photographs, video, and/or audio) meetings or interactions involving school personnel, written permission from all the participants is required. If parents, guardians, or students wish to record a meeting or interaction involving school personnel, written permission to record must be requested prior to the meeting or interaction. The school district administrator reserves the right to deny the request to have the meeting or interaction recorded, to simultaneously create a recording, or end the meeting in the event of non-compliance by the parent, guardian, or student.
- C. Employees may not record (including pictures/photographs, video, and/or audio) confidential student and/or staff data without the written consent of a school district administrator. This prohibition on recording of employees or staff data is not intended to interfere with employees' rights to engage in protected, concerted activities pursuant to the Minnesota Public Employees Labor Relations Act ("PELRA"), Minn. Stat. Chap 179A.
- D. Employees may, for the purpose of their professional development, record students in the school environment, but such recordings must adhere to the limitations of the media release forms for each student and should focus on the employee. Recordings of this type, that are used for personal professional growth and limited to Intermediate District 917 staff only, are acceptable and do not require written parental consent.

III. DISSEMINATION OF POLICY

This policy shall be included in the Student/Parent/Guardian Handbook, Intermediate School District 917 Staff Handbook, and posted to the District website and otherwise distributed upon request.

Legal references:

Minn. Stat. Ch. 179A, Minnesota Public Employees Labor Relations Act