

800 VISITOR MANAGEMENT SYSTEM POLICY

I. PURPOSE

- a. The Board of Education recognizes the value of visitor management system to provide access to the school district buildings while maintaining the security of our students, families, and staff.
- b. The purpose of this policy is to provide procedures for data collected by the visitor management system to protect data and comply with privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- a. The policy of the Board of Education is to welcome families and citizens to visit our school district, provided the visits are consistent with the health, education, and safety of students and employees.
- b. The safety of our students and employees is the top priority of the Board of Education. Visitors must follow procedures and requirements established by the Board of Education to ensure the safety of our students, families, and staff.
- c. The Board of Education shall, as a matter of policy, protect the legal rights to privacy for visitors of the school district.

III. DEFINITIONS

- a. "Personal data" means government data on individuals collected by the visitor management system.
- b. Personal data collected includes: first name; last name; MN state identification number; and MN state identification card expiration date.
- c. "Welcome Center" includes the intercom phone with vestibule camera, MN state identification card reader, and ID badge printer.

IV. VISITOR LIMITATIONS

- a. All visitors to Lakeville Area Public Schools buildings and sites must check-in at the vestibule Welcome Center or with the administrative office upon arrival and departure. Doors will be locked and visitors will be expected to present identification at the entrance.
- b. During registration, visitors will receive a visitors badge and must wear the badge in a visible location to signify their status and authorized presence in the building.
- c. Meetings with or observations of staff must be scheduled in advance and follow the same registration guidelines listed above.
- d. All school district personnel and volunteers are required to direct any visitor without proper badging to the administrative office or alert the administrative office immediately.
- e. The district reserves the right to deny permission to visit a building or site; permission may be revoked if the visitor does not comply with school district procedures and regulations or if the presence of the individual or group is not in the best interest of students, employees, or the school district (as determined by building administration).
- f. Pursuant to state statute, an individual who enters school property and does not comply with the policy and its requirements may be charged with criminal trespass and be subject to criminal penalty.

V. VISITOR PROCEDURES

a. Daily Protocol

- i. Visitors will be required to check into at the vestibule Welcome Center or with the administrative office.
- ii. Office staff will instruct the visitor to swipe a MN state identification card or manually collect the information from the visitor.
 1. Personal data will be collected during the swipe or manual entry. Office staff will see first name, last name, MN state identification card number and an alert or reminder if it is set for that individual.
- iii. Visitors will state the purpose of the visit.
- iv. ID badge will be created and visitor must display the ID badge during the visit.
- v. Before exiting the building, the visitor will swipe a MN state identification card to check-out or sign-out with the administrative staff.

b. Personal Data Maintenance

- i. District Administrator will maintain database on district server throughout the school year.
- ii. On a quarterly basis, data maintained will be modified so that only a unique identifier of the last four digits of the MN state identification card number remains.
- iii. Personal data will be destroyed at the end of each school year. Non-attribution data will be maintained for district planning purposes.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)