

Use of Video Cameras on School Transportation Vehicles

Student Records

The district will comply with provisions of federal law regarding student records requirements as applicable in the district's use of video recordings. Video recordings considered for retention as part of a student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.

The district will include a notice in parent/student handbooks that video cameras may be used on school vehicles transporting students to and from school or extracurricular activities. The district will include as a part of its notice to students and parents a copy of the Board's video camera policy and regulations accompanied by a form to be signed and returned to the district as an acknowledgment of its being read and understood.

Students will not be notified when a video camera is on board and in use on a district vehicle.

Storage/Security

All video recordings will be stored and secured to insure confidentiality.

Video recordings will be stored for five days after initial recording.

Video recordings held for review of student incidents will be maintained in their original form pending resolution. Tapes then will either be released for erasure or retained as necessary as part of the student's behavioral record in accordance with established district procedures.

Use

Video cameras will be used on school transportation vehicles as determined by the Director of Schools/Designee.

Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

Viewing Requests

Requests for viewing video recordings will be limited to the appropriate bus driver, transportation supervisor, school administrator, parent/guardian or eligible student (18 years of age or older), or others as deemed appropriate by the Director of Schools/Designee.

Requests for viewing may be made to the Director of Schools/Designee within five school days of the date of recording.

Requests for viewing will be limited to those parents/guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the Director of Schools/Designee.

Only the portion of the video recording concerning a specific incident will be made available for viewing.

Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual.

Video recordings will be made available for viewing within three school days of the request approval.

Viewing

Actual viewing will be permitted only at central administrative offices.

All viewing will include the Director of Schools/Designee, transportation supervisor and/or building principal.

A written log will be maintained of those viewing video recordings including the date of the viewing, reasons for viewing, date the recording was made, vehicle videotaped, name of driver, and signature of viewer.

Video recordings will remain the property of the district and may be reproduced only in accordance with law including applicable Board policy and regulations.