Video Cameras on Transportation Vehicles

1. Use

    a. Video cameras may be used on district transportation vehicles as determined by the transportation supervisor/superintendent.
    b. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

2. Viewing Requests

    a. Requests for viewing video recordings will be limited to district officials, including teachers whom the district has determined to have legitimate educational interests, parent(s) or guardian of student 18 or older or others specified in state and federal law and accompanying regulations.
    b. Requesting for viewing may be made to the principal within five school days of the date of recording.
    c. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
    d. Approval/denial for viewing will be made within five school days of receipt of request and so communicated to the requesting individual(s).
    e. Video recordings will be made available for viewing within three school days of the request approval.

3. Viewing

    a. Actual viewing will be permitted at district related sites only, including schools, district office or as otherwise required by law.
    b. A written log will be maintained of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, vehicle video-taped and driver and the signature of the viewer.
    c. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district education records policy and procedures and district personnel records policy, procedures and applicable collective bargaining agreements.

4. Education Records

    a. The district will comply with provisions of state and federal law regarding education records requirements including the Family Education and Privacy Act and the Individuals with Disabilities Education Act as applicable to the district's use of video recordings. Video recordings which become a student's education record will be maintained in accordance with

established education record procedures governing access, review and release of education records.

    b.   The district will include notice in parent/student handbooks that video cameras may be used on district transportation vehicles transporting students to and from curricular and extra-curricular activities. The district will include, as a part of its notice procedures, a copy of the district's video camera policy and procedures to all students and parents accompanied by a form to be signed and returned to the district as an acknowledgement of being read and understood.

    c.   Students may be notified when a video camera is in use on district vehicles.

5.   Staff Records

    a.   Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and collective bargaining agreements governing access, review and release of employee personnel records.

    b.   The district will include notice in personnel handbooks that video cameras may be used on district transportation vehicles transporting students to and from curricular and/or extracurricular activities.

    c.   Staff may be notified when a video camera is in use on district vehicles.

6.   Storage/Security

    a.   All video recordings will be stored and secured to ensure confidentiality.

    b.   Video recordings will be stored for five days after initial recording. These recordings will then be erased unless they become part of a student's education record.

    c.   Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The tape will then be either erased or retained as necessary as part of the student's education record and/or employee's personnel record in accordance with the established district procedures.