

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **EEACCA-AR**  
Revised/Reviewed: 12/16/13

## **Video Cameras on Transportation Vehicles**

### **Education Records**

1. The district will comply with provisions of state and federal law regarding education records requirements including the Family Educational Rights 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 part of a student's education record will be maintained in accordance with established education record procedures governing access, review and release of education records.
2. The district will include notice in parent/student handbooks that video cameras capable of audio and video recording may be used on district transportation vehicles transporting students to and from curricular and extracurricular activities.
3. Signage will be posted on all vehicles where a video camera is "on board" and in use on district vehicles.

### **Staff Records**

1. 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.
2. 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.

### **Storage/Security**

1. All requested video recordings will be stored and secured to ensure confidentiality.
2. Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The video will be either erased or retained as necessary as a part of the student's education record and/or employee's personnel record in accordance with the established district procedures.

### **Use**

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

## **Viewing Requests**

1. 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<sup>1</sup> or student 18 or older or others specified in state and federal law and accompanying regulations.
2. Requests for viewing may be made to the principal or transportation department within five school days of the date of recording.
3. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing. Video may not be shown to parents or guardians if the privacy of other students on the video may be compromised.

## **Viewing**

1. Actual viewing will be permitted at district-related sites only, including the transportation office, schools, district office or as otherwise required by law.
2. 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 videotaped and driver and the signature of the viewer.
3. 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. All viewing will include the transportation supervisor or designee and/or school administrator.

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<sup>1</sup>As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).