



## **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 the district determines to be education records 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 may be used on district transportation vehicles transporting students to and from curricular and extracurricular activities.

### **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.
3. Staff will not be notified when video camera is "on board" and in use on district vehicles.

### **Storage/Security**

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be routinely and automatically deleted to make room for additional recordings unless held for review.
3. Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The recording will then 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**

1. Video cameras will be used on all district transportation vehicles transporting students to and from curricular or extracurricular activities at the discretion of the transportation supervisor/superintendent.

2. 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 approved district officials, parent(s) or student 18 years of age or older or others specified in state and federal law.
2. Requests for parent(s) or student 18 years or older or others to view recordings will only be allowed as specified in state and federal laws. If the district is unable to redact other student information from a video in accordance with state and federal confidentiality laws, an approved district official may comply with a request by providing a description of the content of the record.
3. Requests for viewing may be made to the superintendent or designee within five business days of the date of recording.
4. Only the portion of the video recording will be made available for viewing.
5. Approval/Denial for viewing will be made within five school days of receipt of request and so communicated to the requesting individual(s).
6. Video recordings will be made available for viewing within five business days of the request approval.

### **Viewing**

1. Actual viewing will be permitted at district-related sites only, or as otherwise required by law.
2. A written log of those viewing video recordings will be maintained including date of viewing, reason for viewing, the date the recording was made, vehicle videotaped and driver and the signature of the viewer, and in accordance with state and federal confidentiality laws.
3. Video recordings remain the property of the district and may be reproduced only in accordance with law or district policy.

### **Installation** (From OAR 581-053-0240(81))

Video cameras and equipment will be installed within ODE requirements and manufacturer recommendations.

### **Purchase, Maintenance, Replacement of Equipment/Supplies**

The transportation supervisor will be responsible for all video equipment and supplies purchases, maintenance and replacement.