

Video Cameras on Transportation Vehicles

A video system is established to help provide for the safety and conduct of students while they are being transported, home to school and back, cocurricular and field trips and any other district-sponsored travel. The system consists of a video camera, fix-mounted into an enclosure above the driver's area. Decisions about the operation of the system will be made by the administration, with specific responsibility delegated to the transportation supervisor.

1. Cameras will be rotated among buses as needed at the discretion of the supervisor.
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.
3. As confidential records, copies of tapes will **not** be duplicated and available to members of the public. Parents of a specific student may request and be granted permission to view a segment of the tape involving their own student. Any request by a parent for a copy of a tape will be referred to the superintendent.
4. In using the videotapes, the supervisor must ensure that:
 - a. Tapes will be used for the primary purpose of improving management of student conduct and safety;
 - b. Tapes are stored and secured in a manner that preserves them for appropriate district use;
 - c. Tapes will be viewed by staff or members of the public only for the purpose of observing a specific problem or situation and working toward a solution, except that tapes may be used as authorized for the purpose of driver training;
 - d. All viewing of tapes is done on the premises and under supervision;
 - e. Disciplinary measures taken for situations or behavior observed on videotape will be strictly in accordance with currently established procedures.
5. Storage of Videotapes
 - a. All tapes made during the school year which contain no information that raises a safety or disciplinary issue may be erased and recycled as specified by the supervisor;
 - b. 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.