

## Video Cameras on Transportation Vehicles

### 1. Student Records

- a. 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 records 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 and on any school property.
- c. Students will not be notified when a video camera is "on board" and in use on district vehicles, or when electronic surveillance systems are active on school property.

### 2. 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 and on any school property.
- c. Staff will not be notified when a video camera is "on board" and in use on district vehicles, or when electronic surveillance systems are active on school property.

### 3. Storage and Security

- a. All video recordings will be stored and secured to ensure confidentiality.
- b. Video recordings will be stored for a minimum of five days after initial recording. These recordings will then be erased unless they become part of a student's educational record or an employee's personnel record, or there has been a request for viewing submitted to the superintendent in accordance with the provisions of EEACCA/EEACCB-AR.
- c. Video recordings held for review of a 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 a part of the student's education record and/or employee's personnel record in accordance with established district procedures.

4. Use

- a. Video cameras will be used on all district transportation vehicles transporting students to and from curricular and extracurricular activities at the discretion of the transportation supervisor and/or superintendent.
- b. For the promotion of safety and security of students, staff and property, the district may place video surveillance cameras in school buildings and on school property in accordance with the provisions of law and established Board policies and procedures.
- c. Staff and students are prohibited from tampering with or otherwise interfering with video equipment installed on district transportation vehicles or on school property.

5. Viewing Requests

- a. Requests for viewing recordings will be limited to vehicle driver, transportation supervisor, school administrator, parent or guardian or student 18 or older, or others whom the district has determined to have a legitimate educational interest or specified in state and federal law.
- b. Requests for viewing may be made to the superintendent 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.

6. Viewing

- a. Actual viewing will be permitted at district-related sites only, including the transportation office, schools, district office or as otherwise required by law.
- b. All viewing will include the transportation supervisor and/or school administrator.
- c. 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, driver's name, and the signature of the viewer.
- d. 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 applicable collective bargaining agreements.

7. Installation

Video surveillance cameras will be installed in accordance with OAR 581-053-0517 (46)(a)-(f).

8. Purchase, Maintenance, Replacement of Equipment/Supplies
  - a. The transportation department supervisor and building principal will be responsible for all video equipment and supplies purchase, maintenance, and replacement.
  - b. The transportation supervisor and building principal will develop a long-range video equipment and supply replacement cycle that covers equipment and supplies within their area of responsibility.
  - c. Vehicle drivers will be responsible for the care of video equipment while operating district vehicles.