

## **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 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 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 may be used on district transportation vehicles transporting students to and from curricular and extracurricular 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 acknowledgment of being read and understood.
3. Students will not be notified when 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.
3. Staff will not be notified when a video camera is "on board" and in use on district vehicles.

### **Storage/Security**

1. All video recordings will be stored and secured in a locked cabinet at the office of the transportation provider to ensure confidentiality.
2. Video recordings will be stored for five school days after initial recording. These recordings will then be erased unless a request for viewing is made or they become part of a student's education record.

3. Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. A copy of the relevant portion of the tape may then be retained the same as any other part of the student's education record and/or employee's personnel record in accordance with the established district procedures.

### **Use in Transportation Vehicles**

1. Video cameras will rotated on district transportation vehicles transporting students to and from curricular or extracurricular activities at the discretion of the transportation supervisor.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment

### **Viewing Requests**

1. Anytime a request for review of a tape is made, the tape will be transferred from the office of the transportation provider to the office of the superintendent.
2. Requests for viewing video recordings will be limited to transportation company officials, district officials, including teachers whom the district has determined to have legitimate educational interests, parents or students 18 or older or others specified in state and federal law and accompanying regulations.
3. Requests for viewing must be made within five school days following the date of recording.
4. Only the portion of the video recording concerning a specific incident(s) may be made available for viewing.
5. Approval/Denial for viewing will be made by the superintendent 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 three school days of the request approval.

### **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.

**Installation** (From OAR 581-053-0517 (46)(a)-(f).)

1. Video surveillance cameras may be installed inside or on the forward bulkhead (header) above the windshield in compliance with the following requirements:
  - a. Surface-mounted camera/camera housing/video recording devices or those extending into the passenger compartment shall be mounted as close as practicable directly above the driver but not to extend into the area directly forward of the aisle beyond the existing 6" x 30" rear view mirror or the installation complies with all of the following:
    - (1) The camera/recorder/housing extends into the passenger compartment no more than 9";
    - (2) Extends down from the ceiling no more than 5";
    - (3) Is no wider than 5"; and
    - (4) Is located as close as practicable to the mid-point of the header at the highest possible position.
  - b. If camera/camera housing or video receiving device extends into the passenger compartment all edges must be rounded and/or protected with enclosure of shatterproof construction;
  - c. Flush-mounted camera systems (no extension into passenger compartment) may be mounted in any desired position on the bulkhead;
  - d. Camera/Camera housing must be adequately secured to the bulkhead or ceiling in a manner to prevent separation from the vehicle in the event of a collision or mishap. Securement system shall be capable of withstanding a force of 5,672 Newtons applied from any direction without separation from the bus;
  - e. Camera-mounting design must allow ready access for camera and video recording medium removal;
  - f. All electrical connections shall be made with UL-approved wiring and protected by grommets any place it passes through metal panels.

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

1. The transportation supervisor will be responsible for ordering all video equipment and supplies purchase, maintenance and replacement.
2. The transportation supervisor will develop a long-range video equipment and supply replacement cycle.
3. Vehicle drivers will be responsible for the care of video equipment while operating district vehicles

## **NOTICE TO STUDENTS AND PARENTS REGARDING THE USE OF VIDEO RECORDERS ON SCHOOL BUSES**

The district has installed video-recording equipment on all school buses to monitor school transportation and will be videotaping bus routes at random during the upcoming school year. Each bus has been equipped with a video monitor box, in which a video-recording device may be installed. Students will not be notified when a recording device has been installed on their bus.

Tapes shall be reviewed in accordance with this administrative regulation and evidence of student misconduct will be documented. Students found to be in violation of the district's bus conduct rules, as contained in the student handbook, shall be notified and disciplinary action will be initiated under the guidelines contained in the district's discipline procedures for district approved student transportation.

Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines shall apply:

1. Tapes shall remain in the custody of the transportation provider.
2. Parents or students who wish to view a videotape in response to disciplinary action taken against a student may request such access under the procedures set out in this administrative regulations.
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.