

## **Video Monitoring of School Transportation**

The North Marion School District Board recognizes the districts responsibility to maintain order and discipline on school transportation vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activities on school vehicles and furtherance of protecting the health, welfare, safety of its students and staff. The students and staff of the district recognize that their security and safety depends on the capacity of the district to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected. The Board believes there is a balance between the rights of privacy of students and staff and the districts obligation to maintain order and discipline. Therefore, the Board and school administration believes it is appropriate to provide for the use of video camera surveillance in its transportation vehicles as follows:

1. The district shall notify its students and staff that video surveillance may occur on any transportation vehicle. The district shall incorporate said notice in the student handbook.
2. The use of video surveillance equipment on transportation vehicles shall be supervised by the district.
3. The use of video recordings from surveillance equipment shall be subject to the other policies of the district concerning the confidentiality of student and personnel records.
4. The video surveillance shall only be used to promote the order, safety and security of students, staff and property.
5. **STORAGE AND SECURITY:**
  - a) All video tapes are the property of the North Marion School District and the transportation contractor, School Bus Services, Inc.
  - b) Tapes will be rotated for taping over the previous days record. If a tape is reviewed another will be inserted into the cycle.
  - c) Recorded video tapes will be stored at the School Bus Service transportation office. Tapes will be stored in a locked, secure environment and secure confidentiality will be obtained.

The used tapes will be stored for five days in a locked cabinet and will be erased every five days. During this period strict confidentiality will be maintained.

6. **REVIEW REQUESTS:**
  - a) Requests for viewing can only be made by bus drivers, school administrators, transportation representatives or parents/guardians.
  - b) Requests for viewing can only be made with the intent to observe the given problem or situation.
  - c) Viewing of the tapes will be in a private, closed area.
  - d) Requests must be made to North Marion School District Superintendent.

7. VIEWING:
  - a) A written log will be maintained of those who view the tapes, the date of viewing, the date the video was taped, the bus video taped, and the signature of the viewer. Also, the purpose for the viewing will be logged.
  - b) All viewing will include the bus supervisor and the appropriate school administrator.
  
8. PARENT AND STUDENT RIGHTS:
  - a) The North Marion School District and School Bus Services shall maintain the videos in keeping with the requirements of confidentiality and in accordance with state and federal regulations.
  - b) In the event of a disciplinary problem parents of the students involved shall have the right to review the tape in question.

END OF POLICY

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**Legal Reference(s):**