

Video Cameras on Transportation Vehicles

Student Records

The district will comply with provisions of law regarding student record requirements including the Family Education and Privacy Act and the Education of All Handicapped Children Act of 1975 as applicable in the district's use of video recordings. Video recordings of students shall be confidential behavioral records pursuant to ORS 336.195 and will be maintained in accordance with established student record procedures governing access, review and release of student records.

The district will include notice in parent/student handbooks that video cameras may be used on school 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.

Students will not be notified when a video camera is "on board" and in use on district vehicles.

Staff Records

Video recordings of employees shall be confidential personnel records and will be maintained in accordance with established board personnel policies, administrative regulations and labor agreements governing access, review and release of employee personnel records.

The district will include notice in personnel handbooks that video cameras may be used on school transportation vehicles transporting students to and from curricular and/or extracurricular activities.

Security

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 behavioral record and/or employee's personnel record in accordance with the established district procedures.

Use

Video cameras may be rotated on school transportation vehicles transporting students to and from curricular or extracurricular activities at the discretion of the transportation supervisor.

Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

Viewing Requests

Requests for viewing video recordings will be limited to the appropriate vehicle driver, transportation supervisor, school administrator, parent or guardian or student 18 or older or others as deemed appropriate by the superintendent.

Requests for viewing may be made to the superintendent or designee.

Requests for viewing will be limited to those parents or guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the superintendent or designee.

Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.

Approval/denial for viewing will be made within five school days of receipt of request and so communicated to the requesting individual(s).

Video recordings will be made available for viewing within three school days of the request approval.

Viewing

Actual viewing will be permitted at school related sites only, including the transportation office, schools, district office or as otherwise required by law.

All viewing will include the transportation supervisor and/or school administrator.

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.

Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.