

Video Cameras on Transportation Vehicles

Parent and Student Rights

1. The district shall maintain the videos in keeping with the requirements of confidentiality and in accordance with state and federal requirements.
2. Upon the bus manager receiving a request to view the video tape, the parents will have the right to view the tape.
3. Parents will be notified that the video cameras are in use on the buses.

Storage

1. All video tapes are the property of the district and the transportation contractor. Tapes are stored at the transportation office and can be requested for viewing by parties as described.
2. Tapes will be rotated for taping over the previous days' record, using five tapes, so that there will be an accumulation of no more than five school days of transportation. If a tape is pulled for a review, another will be inserted into the cycle.

Viewing Request

1. Requests for viewing can only be made by bus drivers, school administrators, transportation representatives or parents.
2. Requests for viewing can only be made with the intent to observe a given problem or situation and work toward a solution.
3. The bus driver and driver's supervisor will have the option of viewing the video first.
4. Requests should be made through the bus manager.

Viewing

1. Actual viewing can only be done at school-related sites: transportation office or schools.
2. A written log will be maintained of those who view the tapes, the date of viewing, the date the video was taped, the bus videotaped and the signature of the viewer.

3. All viewing will include the bus supervisor or school administrator.
4. Upon viewing a given situation, if the viewer feels the situation needs further attention, the carrier's supervisor and school administrator should be notified immediately.
5. If necessary, a meeting will be requested between parties involved.

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 will be reviewed on a routine basis by the principal 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 contractor;
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 the Education Records Management policy (JO-AR);
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

ACKNOWLEDGMENT

I understand and acknowledge the district's procedures concerning the use of video recorders on school buses. I also understand that my student, _____, shall be held accountable for his/her conduct on district transportation and for the consequence outlined in the district's discipline procedures for district-approved student transportation.

Parent

Date