

**Regulation**

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MONITORING DEVICES ON SCHOOL VEHICLES

Recording and Notice

- A. In order to maintain a safe and secure environment for all students transported on school vehicles the superintendent or designee may cause recording devices to be installed in any district owned or contracted vehicles and activated at specific times.
- B. Monitoring devices may include sound video cameras, audio recording devices and other appropriate devices.
- C. Students and drivers will not be notified when a recording device is “on board” and in use on district vehicles.
- D. Each school vehicle shall have a sign prominently displayed stating that “Video and/or audio monitoring devices are used on school district owned and contracted vehicles and this vehicle may be monitored at any time.”
- E. Recordings may be used to monitor and observe the behavior of students, bus assistants, teaching and support staff members, vehicle operator, and any other occupant of the vehicle.

Student Records and Notice

- A. School district personnel will comply with provisions of law regarding student records requirements including the Family Education and Privacy Act and the Individuals with Disabilities Education Act as applicable in the district’s use of video recordings. Video recordings considered for retention as part of the student’s behavior record will be maintained in accordance with established student record procedures governing access, review and release of student records.
- B. The school district personnel will include annual notice in parent/student handbooks that monitoring devices may be used on school transportation vehicles transporting students to and from curricular and co-curricular activities.

Staff Records and Notice

- A. 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 labor agreements governing access, review and release of employee personnel records.
- B. The district will include notice to personnel that monitoring devices may be used on school transportation vehicles transporting students to and from curricular and/or co-curricular activities.
- C. Staff will not be notified when a video camera is “on board” and in use on district vehicles.

Storage/Security

- A. All recordings will be stored by the transportation supervisor and secured to ensure confidentiality.

MONITORING DEVICES ON SCHOOL VEHICLES (continued)

- B. Recordings will be stored for sixty (60) school days after initial recording, whereupon such recordings will be released and erased, unless there is an incident pending resolution.
- C. Recordings held for review of student or staff incident will be maintained in their original form pending resolution. After resolution of the incident, the recording media 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

- A. The decision to activate recording devices on specific vehicles and at specific times shall be made by the superintendent or designee.
- B. Permission is hereby granted for the use of monitoring devices on school transportation vehicles transporting students to and from curricular or extracurricular activities at the discretion of the superintendent or designee.
- C. Staff and students are prohibited from tampering with or otherwise interfering with recording equipment. Any individual found tampering with equipment shall be subject to disciplinary action.

Viewing or Listening

- A. Initial viewing or listening to recordings may be done by the transportation supervisor, building principal or designee, superintendent or designee or other appropriate school district employees or police.
- B. Requests for viewing or listening will be limited to those parents or guardians, students, teaching or support staff, drivers and district officials, the police or others, with a direct interest in any proceedings, disciplinary or otherwise resulting from the recordings as deemed appropriate by the superintendent or designee, subject to applicable law.
- C. Only the portion of the video or audio recording concerning a specific incident will be made available for viewing.
- D. Approval/denial for viewing or listening will be made within five (5) working days of receipt of request and so communicated to the requesting individual(s).
- E. Actual viewing or listening to the recording will be permitted at school related sites designated by the superintendent or designee.
- F. All viewing will be in the presence of a school official designated by the superintendent.
- G. A written log will be maintained by the superintendent or designee. Those viewing video recordings must sign a log indicating the date of viewing, reason for viewing, the date the recording was made, vehicle and driver identification and the signature of the viewer.
- H. Video recordings remain the property of the district and may be reproduced only in accordance with the law, including applicable district student records policy and procedures and district personnel records policy, including procedures and applicable collective bargaining agreements.

MONITORING DEVICES ON SCHOOL VEHICLES (continued)

Purchase, Maintenance, Replacement of Equipment/Supplies

1. The transportation supervisor will be responsible for the purchase, maintenance and replacement of all monitoring devices and supplies and develop a long-range video equipment and supply replacement cycle.
2. Vehicle drivers will be responsible to notify their immediate supervisor if equipment is damaged and for the care of monitoring devices while operating district vehicles.

**Adopted: February 21, 2001**