

## **AUXILIARY SERVICES - Series 700**

### **702 Transportation**

#### **702.8 Use of Video Cameras on School Buses Regulation**

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. Video cameras will be used on all school district buses. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

#### Student Records

The content of the videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A videotape recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the videotape becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

#### Notice

The school district will annually provide the following notice to students and parents:

The West Branch Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

The following notice will also be placed on all school buses equipped with a video camera:

This bus is equipped with a video-audio monitoring system.

### Review of Videotapes

The school district shall review videotapes when necessary as a result of an incident reported by a bus driver or student. The videotapes may be recirculated for erasure after five (5) days unless needed for disciplinary action. Tapes kept for disciplinary action will be erased following the conclusion of the review and after final action is taken.

Viewing of videotapes is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the videotapes stating the time, name of individual viewing and the date the videotape was viewed.

### Student Conduct

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

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