

Parents shall be notified on an annual basis that video cameras and audio recordings are being used on the District's buses for the purpose of protecting the health, welfare, and safety of the District's students and staff. In addition, a sign will be placed at the front of each bus indicating the video/audio recordings may be present for security purposes, but that the equipment may or may not be monitored at any time. Such notifications will be included in student handbooks and/or distributed with individual bus route information sent to each bus rider.

Only the transportation company, superintendent, bus drivers, principal, school boards as a whole, law enforcement, others determined by the School Board to have legitimate educational interests shall be authorized to view the recording for the purpose of documenting a problem, determining which students may be involved, and determining appropriate discipline. A student being disciplined based on the viewing of the recording, and/or parent(s), may view that isolated segment of the recording that documents the incident for which they are being disciplined. When the recording is being viewed as part of the disciplinary proceeding, the superintendent and/or building principal must document the date and the names of the individuals viewing the recording by written record, and shall be available to explain the interpret the recording upon request.

Any recording or portion thereof retained by the District shall be considered a student record, shall be maintained consistent with the District's student records policy and procedures, and shall not be available for viewing by the public in general, employees in general, members of the media, or other individuals.

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**LEGAL REFERENCE:** WI §118.125, 118.13 and 120.13(1)

**CROSS REFERENCE:**

**APPROVED:** September 17, 2012

**REVISED:**

**POLICY #751.21**