Video Cameras on Transportation Vehicles

Student records

1. The district will comply with provisions of federal law regarding student records requirements as applicable in the district's use of video recordings. Video recordings considered for retention as part of a student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.

2. The district will include a notice in parent/student handbooks that video cameras may be used on school vehicles transporting students to and from school or extracurricular activities. The district will include as a part of its notice to parents/guardians and students a copy of the Board's video camera policy and regulations accompanied by a form to be signed and returned to the district as an acknowledgment of its being read and understood.

3. Parents/guardians and students will not be notified when a video camera is on board and in use on a district vehicle.

Storage/security

1. All video recordings will be stored and secured to insure confidentiality.

2. Video recordings will be stored for a minimum of fourteen *d*ays after initial recording, whereupon if no reason for continued storage is known to the district such recordings will be released for erasure.

3. Video recordings held for review of student incidents will be maintained in their original form pending resolution. Tapes then will either be released for erasure or retained as necessary as part of the student's behavioral record in accordance with established district procedures.

Use

1. Video cameras will be used on school transportation vehicles as determined by the transportation director.

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

Viewing requests

1. Requests for viewing video recordings will be limited to the appropriate bus driver, transportation supervisor, school administrator, parent/guardian or eligible student (18 years of age or older), or others as deemed appropriate by the principal.

2. Requests for viewing may be made to the principal within five school days of the date of recording.

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

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

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

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

Viewing

1. Actual viewing will be permitted only at school-related sites including the transportation office, school buildings, or central administrative offices.

2. All viewing will include the transportation supervisor and/or building principal.

3. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, vehicle video-taped, name of driver, and signature of the viewer.

4. Video recordings will remain the property of the district and may be reproduced only in accordance with law including applicable Board policy and regulations.

Adopted: March 8, 2005

CROSS REF.: JRA/JRC, Student Records/Release of Information on Students

Akron School District, Akron, Colorado