

Administrative Procedure: EEAEF-R

VIDEO CAMERA USE ON SCHOOL VEHICLES STUDENT RECORDS

MSAD#44 shall comply with all applicable state and federal laws related to video recordings when, as determined by the District and in accordance with law, such recordings are considered for retention as a part of the student's behavioral record. Such records will also be subject to established District policies and procedures regarding confidential student records including access, review and release of such records.

NOTICE

- A. MSAD#44 will annually provide a copy of policy EEAEF to students, parents and staff.
- B. The following notice will be placed on all applicable school vehicles which transport students: "This bus is equipped with a video/audio monitoring system."

VIEWING REQUESTS

- A. Requests in writing for viewing video records will be limited to the actual vehicle driver, school administrator, parent/guardian or student 18 or older, or others with a direct interest in the proceeding as determined by the Superintendent / designee.
- B. Requests for viewing shall be made in writing to the Superintendent / designee.
- C. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
- D. Approval/denial of a viewing request will be made in writing to the requesting individual(s) within five (5) school days of receipt of request.
- E. Video recordings will be made available for viewing within three (3) school days of the request approval.

VIEWING

- A. Actual viewing will be permitted at school-related sites only, including schools, Central Office, or as otherwise required by law.
- B. All viewing will be done in the presence of the Superintendent / designee.
- C. A written log will be maintained including the date and individuals viewing the video recording, reason, the date the recording was made, the vehicle on which the video recording was recorded, the driver and signature of the viewer(s).
- D. Video recordings remain the property of the District and may be reproduced only in accordance with the law and District policies and procedures.

Adopted: August 20, 2004