

## VIDEO CAMERAS ON TRANSPORTATION VEHICLES

### Education Records

1. The District will comply with provisions of state and federal law regarding education records requirements including the Family Educational and Privacy Act and the Individuals with Disabilities Education Act as applicable to the district's use of video recordings. Video recordings which become a student's education record will be maintained in accordance with established education record procedures governing access, review and release of education records.
2. The District will include notice in the Student and Family Handbook that video cameras may be used on district transportation vehicles transporting students to and from curricular and extracurricular activities.
3. Students will not be notified when video camera is "on board" and in use on district vehicles.

### Staff Records

1. Video recordings, considered for retention as part of an employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and collective bargaining agreements governing access, review and release of employee personnel records.
2. The District will include notice in personnel handbooks that video cameras may be used on district transportation vehicles transporting students to and from curricular and/or extracurricular activities.
3. Staff will not be notified when video camera is "on board" and in use on district vehicles.

### Storage/Security

All video recordings will be stored and secured to ensure confidentiality.

### Use

1. Video cameras may be used on district transportation vehicles transporting students to and from curricular or extracurricular activities at the discretion of the transportation supervisor/superintendent.
2. Staff and students are prohibited from tampering with or otherwise interfering with video equipment.

### Viewing Requests

1. Requests for viewing video recordings will be limited to district officials, including whom the district has determined to have legitimate educational interests, parent(s) or student 18 or older or other specified in state and federal law and accompanying regulations.
2. Requests for viewing may be made to the superintendent or designee within five (5) school days of the date of recording.
3. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
4. Approval/Denial for viewing will be made within five (5) school days of receipt of request and so communicated to the requesting individual(s).

5. Video recordings will be made available for viewing with five (5) school days of the request approval.
6. Requests from site administration may be made at any time.

**Viewing**

1. Actual viewing will be permitted at district-related sites only, including the transportation office, schools, district office, district-authorized educational facilities or as otherwise required by law.
2. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district education records policy and procedures and district personnel records policy, procedures and applicable collective bargaining agreements.