

**REGULATION - VIDEO CAMERAS ON SCHOOL BUSES**

The following regulations will govern the use of video cameras on school buses:

1. Video cameras will be used on school buses transporting students to and from school or extracurricular activities at the discretion of the Transportation Supervisor.
2. Staff and students are prohibited from tampering or otherwise interfering with video camera equipment.
3. The district will notify students, their parents or guardians, and staff at the beginning of each school year that video cameras may be used on school buses transporting students to and from school and extracurricular activities. A copy of the Board's video camera policy and regulations will be made available upon request.
4. The district will comply with the 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 record will be maintained in accordance with established student record procedures governing access, review and release of student and other school district records.
5. All video recordings will be stored and secured to avoid tampering and ensure confidentiality.
6. A written log will be maintained of the date the recording was made, the vehicle videotaped, name of driver, the date of viewing, and the signature of the Transportation Supervisor.
7. Video recordings will be stored for 10 days after initial recording, whereupon such recordings may be released for erasure. Video recordings held for review of student incidents or for other purposes deemed appropriate by the district will be maintained in their original form pending resolution. Tapes then will either be released for erasure or kept as necessary as part of the student's or other school district record in accordance with established district procedures.
8. Review of videotapes will be conducted by the Transportation Supervisor, and the building principal or his/her designee if requested.
9. Viewing will be permitted only at school-related sites including the transportation office, school buildings, or central administrative offices.

**ADOPTED:** May 7, 1997