

Video and Audio Recording on School Buses

The Board of Education recognizes the need to maintain appropriate conduct on school buses. Accordingly, the Board of Education authorizes the installation of video cameras which produce both video and audio coverage on school buses as an aid in monitoring student and adult behavior. The recordings from these cameras will be used to assist school administrators in deciding upon appropriate disciplinary action.

Legal Reference: Connecticut General Statutes, 10-221 Boards of Education to prescribe rules

Connecticut General Statutes, Section 31-48d, Employers Engaged in Electronic Monitoring

Title I – Amendments to the Individuals with Disabilities Act. (PL 105-17)

Family Education Rights and Privacy Act.

Policy adopted: September 20, 2010

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Video and Audio Recording on School Buses

Student Records

1. The District will comply with provisions of law regarding student records including the Family Education and Privacy Act and the Individuals with Disabilities Education Act (IDEA), as applicable, in the District's use of video recordings ("Recordings"). Recordings considered for retention as a part of a student's behavioral record will be maintained in accordance with established procedures governing access, review and release of student records.
2. The District will include notice in parent/student handbooks that video and audio cameras ("Cameras") may be used on school transportation vehicles transporting students to and from curricular and extracurricular activities. The district will include, as a part of its notice procedures, a copy of the district's Camera policy and procedures to all students and parents. A separate notice will be sent to students and parents prior to the initial activation of the Cameras.
3. Students should assume that the Cameras are in operation at all times.
4. A notice shall be posted on each bus equipped with a Camera indicating that Cameras are on board and that the Cameras produce both video and audio recordings. Such notice will be posted in a conspicuous location.

Staff Records

1. 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 labor agreements governing access, review and release of employee personnel records. This provision applies to all employees of the District as well as all contractors, agents and their employees.
2. The District will include notice in personnel handbooks that Cameras may be used on school transportation vehicles transporting students to and from curricular and/or extracurricular activities.

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Staff Records

3. Staff should assume that the Cameras are in operation at all times.

Storage/Security

1. Recordings, and all copies thereof, will be stored and secured to ensure confidentiality.
2. After a period of thirty (30) days, Recordings will be erased unless otherwise identified to be preserved by the school administration.
3. Recordings held for review of student or adult incident will be maintained in a digital format pending resolution. The Recording will then be either released for erasure or retained as necessary as a part of the student's behavioral record, employee's personnel record, or in another appropriate location in the case of an adult who is not an employee in accordance with the established District procedures.

Use

1. Cameras will be used on school transportation vehicles as determined by the transportation supervisor/Superintendent or his/her designee.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.
3. The operators of the buses (i.e. the bus company) are required to notify the drivers and outside parties who use Weston school district buses that audio and video recording will occur on the buses.

Viewing Requests

1. Requests for viewing Recordings will be limited to the appropriate vehicle driver, transportation supervisor, school administrator, parent or guardian or student 18 or older or others as deemed appropriate by the Principal. Requests for viewing by parties other than those listed herein will only be granted as may otherwise be required by law.

2. Requests for viewing shall be made in writing to the Principal within 7 school days of the date of recording.

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3. Requests for viewing will be limited to those parents or guardians, students, district officials, employees, and drivers with a direct interest in the proceedings as deemed appropriate by the Principal.
4. Only the portion of the Recording concerning a specific incident(s) will be made available for viewing.
5. Approval/denial for viewing will be made in writing within no more than 7 school days of receipt of request and so communicated to the requesting individuals(s).
6. Recordings will be made available for viewing within no more than 5 school days of the request approval.

Viewing

1. Actual viewing will be permitted at school related sites only, including the transportation office, schools, district office or as otherwise required by law.
2. All viewing will include the transportation coordinator and/or a school administrator.
3. A written log will be maintained of those viewing Recordings including date of viewing, reason for viewing, the date the recording was made, the specific vehicle and driver recorded, and the signature of the viewer.
4. Recordings remain the property of the District and may be reproduced only in accordance with law, applicable District student and personnel records policies and procedures, and applicable labor agreements.

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