

USE OF VIDEO CAMERAS ON SCHOOL TRANSPORTATION

NO. 711.2R3

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on school district vehicles used for transportation to and from school, field trips, curricular events and extracurricular events, and other events. The contents of the video recordings may be used as evidence in a student and/or employee disciplinary proceeding.

Student Records

A video recording of student activity while using school district transportation may be a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view a video recording of a student using school district transportation. In most instances, those individuals with a legitimate educational purpose may be the superintendent, assistant superintendent, building principal, transportation supervisor, bus driver and special education staffing team. A video recording made during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the video recording becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

Employee Records

A video recording of an employee's activity on while using school district transportation may be an employee record subject to board policy and administrative regulations regarding confidential employee records. Only those persons with a legitimate disciplinary and/or investigatory purpose may view a video recording of an employee on using school district transportation. In most instances, those individuals with a legitimate disciplinary and/or investigatory purpose may be the superintendent and any other person who supervises the employee and/or is involved in investigating and/or evaluating the employee's performance and/or conduct.

Notice

The school district will annually provide the following notice to students and parents:

The Burlington Community School District Board of Directors has authorized the use of video cameras on school district transportation. The video cameras will be used to monitor student behavior to maintain order on school district transportation and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video recordings may be used in a student disciplinary proceeding. The content of the video recordings may be confidential student records and may be retained with other student records. Video recordings may be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to review video recordings of their child only if the video recordings are used in a disciplinary proceeding involving their child.

The school district will annually provide the following notice to employees:

The Burlington Community School District Board of Directors has authorized the use of video cameras on school district transportation. The video cameras will be used to monitor employee behavior to maintain order on school district transportation and to promote and maintain a safe environment. Employees are hereby notified that the content of the video recordings may be used in an employee disciplinary proceeding. The content of the video recordings may be confidential employee records and may be retained with other employment records. Video recordings may be retained if necessary for use in an employee disciplinary proceeding or other matter as deemed necessary by the administration. Employees may request to view video recordings involving them only if the video recordings are used in an employee disciplinary proceeding involving them.

The following notice will also be placed on all school buses equipped with a video camera:

This bus is equipped with a video/audio monitoring system.

Review of Video Recordings

The school district shall review video recordings randomly or when necessary as a result of an incident reported by a school district employee or student. Video recordings may be recirculated for erasure after seven days.

The review of video recordings is limited to the individuals having a legitimate educational purpose and/or a disciplinary and/or investigatory purpose. A written log will be kept of those individuals reviewing the video recordings stating the time, name of individual viewing, and the date the video recording was viewed.

Video Monitoring System

Video cameras may be used on all school district buses and/or other school district vehicles.

The determination of how video cameras will be used and the location of video equipment will be made by the superintendent in consultation with the building principals and supervisor of transportation.

Student and Employee Conduct

Students and employees are prohibited from tampering with the video cameras on school transportation. Students and employees found in violation of this policy shall be disciplined in accordance with all applicable school district disciplinary policies and rules and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Approved: 9/8/97

Reviewed: _____

Revised: 10/12/09
06/28/21