

Students

Conduct

Video Cameras on School Buses

The Board of Education recognizes the district's continuing responsibility to maintain and improve discipline, and ensure the health, welfare and safety of its staff and students on school transportation vehicles.

The Board of Education after having carefully weighed and balanced the rights of privacy of students and staff with the district's duty to ensure discipline, health, welfare and safety of staff and students on school transportation vehicles supports the use of video cameras on its transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities.

Students in violation of district conduct rules shall be subject to disciplinary action in accordance with established Board of Education policy and administrative regulations governing student conduct and discipline.

The district 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 student records procedures including access, review and release of such records.

The Superintendent shall develop procedures for the notification of staff, students, parents and others as necessary of the use of video cameras on school transportation vehicles and such other procedures as may be required for the implementation of this policy.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules

Education of the Handicapped Act of 1975, as amended.

Individuals with Disabilities Education Act.

Family Educational Rights and Privacy Act.

Policy adopted: September 2, 1997
Policy revised and approved: October 28, 2010
Policy reviewed and approved: June 19, 2018

PORTLAND PUBLIC SCHOOLS
Portland, Connecticut

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Student Records

1. The district will comply with provisions of law regarding student records requirements including the Family Education and Privacy Act and the Education of All Handicapped Children Act of 1975 as applicable in the district's use of video recordings. Video recordings considered for retention as a part of the student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.
2. The district will include notice in parent/student handbooks that video 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 video camera policy and procedures to all students and parents accompanied by a form to be signed and returned to the district as an acknowledgment of being read and understood.
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 the 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.
2. The district will include notice in personnel handbooks that video cameras may be used on school 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.

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Video Cameras on School Buses (continued)

Storage/Security

1. Video recordings will be stored and held in accordance with Connecticut Records Retention laws (MI-265 Transportation – Surveillance videotapes made on school buses)

Video Cameras on Transportation Vehicles

Use

1. Video cameras may be rotated on school transportation vehicles transporting students to and from curricular or extracurricular activities at the discretion of the transportation supervisor or building administrator or Superintendent.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

Viewing

1. Requests for viewing (in the case of a disciplinary issue only) may be made in writing by a parent or guardian to the building administrator within 5 school days of the date of recording.
2. Actual viewing will be permitted at school related sites only, including the transportation office, schools, district office or as otherwise required by law.
3. A written log will be maintained of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, vehicle videotaped and driver and the signature of the viewer.
4. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

Legal Reference: Connecticut General Statutes]
10-221 Boards of Education to prescribe rules
Education of the Handicapped Act of 1975, as amended
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Regulation Approved: September 2, 1997
Regulation Revised: October 28, 2010
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**NOTICE TO STUDENTS AND PARENTS REGARDING THE USE OF
VIDEO RECORDERS ON SCHOOL BUSES**

Video cameras will be in use on school buses to monitor school transportation and will be video recording bus routes at random during the upcoming school year. Students will not be notified when a recording device has been installed on their bus.

Recordings may be reviewed by the principal and evidence of student misconduct will be documented. Students found to be in violation of the district's bus conduct rules, as contained in the student handbook, shall be notified and disciplinary action will be initiated under the guidelines contained in the district's discipline procedures for district-approved student transportation.

Video recordings shall be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines shall apply:

1. Recordings shall remain in the custody of the school district and will be retained in accordance with Connecticut Records Retention laws (MI-265 Transportation – Surveillance videotapes made on school buses)
2. Parents or students over the age of 18, who wish to view a video recording in response to disciplinary action taken against a student may request in writing such access under the procedures set out in this policy;
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus video recordings.

ACKNOWLEDGMENT

I understand and acknowledge the district's procedures concerning the use of video recorders on school buses. I also understand that my student _____, shall be held accountable for his/her conduct on district transportation and for the consequence outlined in the district's discipline procedures for district-approved student transportation.

Parent/Guardian

Date