

MILLINOCKET SCHOOL BOARD POLICY

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

The Board recognizes the school unit's continuing responsibility to maintain order on school transportation vehicles to ensure the safety of staff and students. After carefully balancing the need for discipline and safety with students' interests in privacy, the Board supports the use of video cameras on school transportation vehicles. In an effort to reduce student behavior violations, the cameras may be used to monitor student behavior during transport to and from school, extracurricular activities, and field trips.

When the resulting videotapes are used as a basis for discipline, parents/guardians will be notified and given the opportunity to view the portion of the tape pertaining to the alleged violation. When the situation involves viewing footage of other students, the parent/guardian will be asked to sign a confidentiality form. Students in violation of school discipline/conduct codes shall be dealt with in accordance with established Board policy, administrative procedures, and school practices.

Notice of use of video cameras for disciplinary purposes in school transportation vehicles will be provided all students, parents and staff in appropriate handbooks on an annual basis. Moreover, notice that video observation may take place will be posted in each transportation vehicle.

Any recording used in a disciplinary proceeding will be retained as part of a student's disciplinary record, being disposed of as other such documentation, except when special circumstances warrant longer retention. In regard to such video recordings, the school system will comply with all applicable provisions of state and federal law concerning student records.

ADMINISTRATIVE PROCEDURES

Review of video recordings

In cases of student discipline/conduct, video recordings will be reviewed by the appropriate administrator or designee. The parent/guardian of the student(s) involved in the discipline/conduct violation will be asked to sign a confidentiality form when viewing footage of students other than their child.

Retention and security of video recordings

The owner of the contracted bus company is the only person with access to the video. If a video recording needs to be viewed, administration or a designee will contact the owner

of the bus company to request a review of the time period in question. The video recordings last for a two (2) week period on the camera equipment. Copies of recordings in question will be stored for view on a designated hard drive within the school department. The recordings will be part of the student's discipline record until the student graduates or transfers to another school department, or in the case of Special Education, until the student reaches the age of 26, according to retention laws, rules and policies.

Purchase/installation/maintenance of video recording equipment

The purchase/installation/maintenance of video recording equipment is the responsibility of the contracted bus service.

Viewing and follow-up of recordings

Administration will view the recordings in cases of student discipline/conduct and shall be dealt with in accordance with established Board policy, administrative procedures, and school practices

Cross Reference: JRA - Student Records
JICK, EL, E2, E3, E4, R – Bullying Policies

First Reading: 2-23-16

Adoption: 3-8-16