

The School Board authorizes the use of video/audio recording equipment (i.e. cameras) by the district on selected school buses to assist in providing a safe and secure environment for all passengers. This authority shall extend additionally to all vehicles owned or contracted for the transportation of the school district's students. The School Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention and viewing of the recordings.

1. Communication/Notice – The presence of recording equipment on a bus/vehicle shall be announced by signage displayed prominently on that bus/vehicle. Notice of this policy shall be given annually in student/parent handbooks and the FERPA statement.
2. Confidentiality – All recorded “footage” is to be considered confidential and is to be viewed only on an “as needed” basis by those individuals authorized herein.
3. Custody – Recordings, in whatever media, shall be stored in a secure location by the appropriate official depending upon the nature of the recorded vehicle (i.e. bus company contract/terminal manager for contracted school bus, SAU Transportation Coordinator for district owned vehicle). This custody shall not be delegated to any bus/vehicle driver.
4. Retention – (The following will be implemented while district cameras make recordings with cassette tapes.) – Recordings will be available for viewing for 2 working days from the date of recording, after which the recording may be overwritten on the tape. If a notable incident is identified by any of the driver, passenger, parent or administrator related to the incident, the SAU Transportation Coordinator should be notified and the relevant tape removed from service. That recording shall be retained for 10 working days from the date of recording. After the 10 day holding period, and if no request has been made to view a recording (as provided below), the recording may be deleted, destroyed, or the media reused.
5. Retention – (The following will be implemented when district cameras utilize digital media for recording and storage instead of tapes which will allow for more manageable archiving of recorded data.) – Recordings shall be retained for 10 working days from the date of recording. After the 10 day holding period, and if no request has been made to view a recording (as provided below), the recording may be deleted, destroyed, or the media reused.

**6. Viewing**

- a. Requests to view recordings must be made in writing to the SAU Transportation Coordinator using the Recording Review Request form (attached).
- b. Recordings shall be viewed only in the presence of the Superintendent or designee unless the Superintendent or designee specifically grants express written permission prior to the viewing.
- c. Recordings shall be viewed only by the following or others expressly authorized by the Superintendent or designee:

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|----------------------------------|--|
| - Superintendent or designee     | - Transportation contractor official   |
| - SAU Transportation Coordinator | - Bus drivers, students and parents<br>of students who are directly<br>involved in a particular incident |
| - Building Administrator         |  |
| - Law enforcement officers       |  |

Law Reference:

Appendix Reference:

Date Adopted: June 13, 2006

Revision Dates:

Last Review Date: June 13, 2006