

# HEBRON BOARD OF EDUCATION

5024

## Students

### 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, Section 10-221 Boards of Education to prescribe rules

Title I – Amendments to the Individuals with Disabilities Act. (PL 105-17)  
Family Educational Rights and Privacy Act

Adopted: April 14, 2016

# HEBRON BOARD OF EDUCATION

5024a

## Students

### Video Cameras on School Buses Regulations

#### Student Records

1. The district will comply with provisions of law regarding student records requirements 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. 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.
3. Students will not be notified when video camera is 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 activities.
3. Staff will not be notified when video camera is in use on district vehicles.

#### Storage/Security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be stored for 5 days after initial recordings, whereupon such recordings will be released for erasure.
3. Video recording held for review of student or staff incident will be maintained in their original form pending resolution. The recording will then be either released for erasure or retained as necessary as a part of the student's behavioral record and/or employee's

personnel record in accordance with the established district procedures.

## **Use**

1. Video cameras will be used on all school transportation vehicles transporting students to and from curricular activities at the discretion of the transportation supervisor/Superintendent.
2. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

## **Viewing Requests**

1. Requests for viewing video recordings will be limited to the appropriate vehicle driver, transportation supervisor and school administrator, or others as deemed appropriate by the Superintendent.
2. Requests for viewing may be made to the Superintendent within (5) school days of the date of recording.
3. Requests for viewing will be limited to those district officials or law enforcement with a direct interest in the proceedings as deemed appropriate by the Superintendent.
4. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
5. Approval/denial for viewing will be made within (5) school days of receipt of request and so communicated to the requesting individual(s).
6. Video recordings will be made available for viewing within (3) 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 a school administrator.
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 bus company.

Legal Reference:

Connecticut General Statutes  
10-221 Boards of Education to prescribe rules

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

Family Educational Rights and Privacy Act

Regulation Approved: