

Bigfork School District #38

SCHOOL BUS VIDEO RECORDS

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School Bus Video Records

The district will comply with provisions of state and federal law regarding education record requirements, including the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act, as applicable to the district's use of video recordings. Video recordings that become part of a student's education record will be maintained in accordance with established education record procedures governing access, review, and release of education records. Video recordings considered for retention, as part of an employee's personnel record, will be maintained in accordance with established Board personnel policies, administrative regulations, and collective bargaining agreements governing access, review, and release of employee personnel records.

Camera Installation

Each and every school bus owned, leased, contracted and/or operated by the school district shall be equipped with a fully-enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded on tape. Video cameras will be rotated on school transportation vehicles transporting students to and from curricular or extracurricular activities at the discretion of the coordinator of transportation. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

Notice

The district will provide notice to students, parents, and staff that video cameras with audio capabilities may be used on school transportation vehicles transporting students to and from curricular and extracurricular activities. Notices will be provided in the following manner:

1. Sign posting on each bus
2. Student handbooks
3. Employee handbooks
4. Bus rider registration form
5. Written notice to all drivers
6. Notice to staff
7. Provision in bus contract

Viewing

The transportation director will review the videotapes on a random basis or in response to specific complaints or concerns.

Viewing of video recordings by school personnel is restricted to administrative staff, the transportation director, and other staff, as approved by the Superintendent for specific incidents or circumstances. The Superintendent shall base the decision for approval on a "need to know" basis. Viewing of a video by a parent/guardian of a student pictured on a bus video is permitted upon approval of the Superintendent.

Storage/Security

All video recordings will be stored and secured by the Transportation Director to ensure confidentiality. Video recordings will be stored for (10) ten school days after initial recording. These recordings will then be erased unless they become part of a student's education record or employee's personnel record. Video recordings held for review of student or staff incidents will be maintained in their original form pending resolution. The tape will then be either erased or retained as necessary as part of the student's education record and/or employee's personnel record in accordance with the established district procedures.

Reproduction of Bus Video

Video recordings remain the property of the district and may be reproduced only in accordance with an applicable court order, state or federal law, school board policy or collective bargaining agreement.

Promulgation Date: April 1, 2004