

VIDEO CAMERAS ON TRANSPORTATION VEHICLES: PROCEDURES

Student Records

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 records are considered for retention as a part of the student's behavioral record. Such records will also be subject to established district procedures regarding confidential student records including access, review and release of such records.

Staff Records

Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established School Committee personnel policies, administrative regulations and negotiated agreements governing access, review, and release of employee personal records.

Notice

1. The school district will annually provide the following notice to students and parents:
The Brunswick School Department has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video tapes may be used in a student disciplinary proceeding. The content of the video tapes are confidential student records and will be retained with other student records. Video tapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view video tapes of their child if the video tapes are used in a disciplinary proceeding involving their child.
2. Notification will be given of buses equipped with a video/audio monitoring system.

Viewing Requests

1. Requests for reviewing of video records will be made in writing and limited to the appropriate vehicle driver, Transportation Director, school administrator, parent, guardian or student or others as deemed appropriate by the Superintendent or designee.
2. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.

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. Video recordings remain the property of the district and may be reproduced only in accordance with the law, including applicable district student records policy and procedures, and district personnel records, policy, procedures, and applicable negotiated agreements.

Adopted: 12/13/00