

EEACCA-AR Video/Audio Bus Monitoring

LINCOLN COUNTY SCHOOL
DISTRICT

Code: **EEACCA-AR**
Adopted: 8/22/95
Revised/Readopted: 7/9/02
Orig. Code(s): R3536

Video/Audio Bus Monitoring

Education Records

1. 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 which 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.
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. The district will include, as part of its notice procedures, a form to be signed and returned to the district as an acknowledgment that parents have been notified of the policy.
3. Students will not be notified when a video camera is being used in 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 collective bargaining 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 and/or extracurricular activities.
3. Staff will not be notified when a video camera is being used in district vehicles.

Storage/Security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be stored for 20 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.
3. 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.

Use

1. 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.

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 school officials, including teachers whom the district has determined to have legitimate educational interests, parent(s) or students 18 or older, or others specified in state and federal law and accompanying regulations.

2. Requests for viewing may be made to the principal within 20 school days of the date of recording.

3. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.

4. Approval/Denial for viewing will be made within five school days of receipt of request and so communicated to the requesting individual(s).

5. Video recordings will be made available for viewing within 10 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. 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.

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

Installation

The district will comply with Oregon Department of Education guidelines.

Purchase, Maintenance, Replacement of Equipment/Supplies

1. The coordinator of transportation will be responsible for all video equipment and supplies purchase, maintenance and replacement.

2. The coordinator of transportation will develop a long-range video equipment and supply replacement cycle.

3. Vehicle drivers will be responsible for the care of video equipment while operating district vehicles.