

REGULATION

Waterford Township School District

Section: Operations

8690. MONITORING DEVICES ON SCHOOL VEHICLES

Date Created: June, 2014

Date Edited: June, 2014

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Recording and Notice

1. In order to maintain a safe and secure environment for all pupils transported on school vehicles the Superintendent of Schools may cause recording devices to be installed in any district owned or contracted vehicles and activated at specific times.
2. Monitoring devices may include sound videocameras, audio recording devices and other appropriate devices.
3. Pupils and drivers will not be notified when a recording device is "on board" and in use on district vehicles.
4. Each school vehicle shall have a sign, prominently displayed stating that: "Video and/or audio monitoring devices are used on school district owned and contracted vehicles and this vehicle may be monitored at any time."
5. Recordings may be used to monitor and observe the behavior of pupils, teaching and support staff members and the vehicle operator.

Pupil Records and Notice

1. School district personnel will comply with provisions of law regarding pupil records requirements including the Family Education and Privacy Act and the Individual with Disabilities Education Act as applicable in the district's use of video recordings. Video recordings considered for retention as a part of the pupil's behavioral record will be maintained in accordance with established pupil record procedures governing access, review and release of pupil records.
2. The school district personnel will include annual notice in parent/pupil handbooks that monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and co-curricular activities.

Staff Records and Notice

1. 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 to personnel that monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and/or co-curricular activities.
3. Staff will not be notified when a video camera is “on board” and in use on district vehicles.

Storage/Security

1. All recordings will be stored by the Superintendent or designee and secured to ensure confidentiality.
2. Recordings will be stored for sixty school days after initial recording, whereupon such recordings will be released and erased, unless there is an incident pending resolution.
3. Recordings held for review of pupil or staff incident will be maintained in their original form pending resolution. The recording media will then be either released for erasure or retained as necessary as a part of the pupil’s behavioral record and/or employee’s personnel record in accordance with the established district procedures.

Use

1. The decision to activate recording devices on specific vehicles and at specific times shall be made by the Superintendent or designee.
2. Monitoring devices will be used on school transportation vehicles transporting pupils to and from curricular or extracurricular activities on a rotational basis at the discretion of the Superintendent or designee.
3. Staff and pupils are prohibited from tampering with or otherwise interfering with recording equipment. Any individual found tampering with equipment shall be subject to discipline.

Viewing or Listening

1. Initial viewing or listening to recordings will be done by the Superintendent or designee.
2. Requests for viewing or listening will be limited to those parents or guardians, pupils, teaching or support staff, drivers and district officials with a direct interest in any proceedings, disciplinary or otherwise resulting from the recordings as deemed appropriate by the Superintendent or designee.
3. Only the portion of the video or audio recording concerning a specific incident will be made available for viewing.
4. Approval/denial for viewing or listening will be made within five working days

of receipt of request and so communicated to the requesting individual(s).

5. Actual viewing or listening to the recording will be permitted at school related sites only, including the transportation office, schools, district office or as otherwise required by law.
6. All viewing will be in the presence of the Superintendent or designee.
7. A written log will be maintained by the Superintendent or designee of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, vehicle video-taped and driver and the signature of the viewer.
8. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district pupil records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

Purchase, Maintenance, Replacement of Equipment/Supplies

1. The School Business Administrator/Board Secretary will be responsible for the purchase, maintenance and replacement of all monitoring devices and supplies and develop a long-range video equipment and supply replacement cycle.
2. Vehicle drivers will be responsible to notify their immediate supervisor if equipment is damaged and for the care of monitoring devices while operating district vehicles.

Issued: 25 June 2014

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