

The board supports the use of video cameras on school district transportation as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used to record activity on vehicles used for transportation to and from school, field trips, curricular events, and extracurricular events. The contents of the video recordings may be used as evidence in a student and/or employee disciplinary proceeding.

### **Student Records**

The content of the video recordings of student activity while using school district transportation may be a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view a video recording of a student using school district transportation. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver, and special education staffing team. A video recording made during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the video recording becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

### **Employee Records**

The content of the video recordings of employee activity while using school district transportation may be an employment record, kept in the employee's personnel file, subject to board policy and administrative regulations regarding confidential personnel records.

### **Notice**

The school district will annually provide the following notice to students and parents:

The Monticello Community School District Board of Directors has authorized the use of video cameras on school district transportation. The video cameras will be used to monitor student behavior to maintain order on school transportation to promote and maintain a safe environment. Students and parents are hereby notified that the content of video recordings may be used in a student disciplinary proceeding. The content of video recordings may be confidential student records and, if so, will be retained with other student records. Video recordings 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 recordings of their child if the video recordings are used in a disciplinary proceeding involving their child.

The school district will annually provide the following notice to employees:

The Monticello Community School District Board of Directors has authorized the use of video cameras on school district transportation. The video cameras will be used to monitor student and employee behavior to maintain order on school transportation to promote and maintain a safe environment. Employees are hereby notified that the content of the video recordings may be

used in an employee disciplinary proceeding. The content of the video recordings may be confidential records and, if so, will be retained in the employee's personnel file. Video recordings will only be retained if necessary for use in an employee disciplinary proceeding or other matter as determined necessary by the administration. Employees may request to view video recordings if the video recordings are placed in the employee's personnel file.

The following notice will also be placed on all school vehicles equipped with a video camera: This vehicle is equipped with a video monitoring system.

### **Review of Video Recordings**

The school district shall review video recordings when necessary as a result of an incident reported by a driver or student.

Viewing of video recordings is limited to the individuals having a legitimate purpose. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing the recording, date the video recording was viewed, and reason the recording was viewed.

### **Video Monitoring System**

Determination of how video cameras will be used and which school buses will be equipped with video equipment will be made by the superintendent in consultation with the building principals and transportation director. Absent a reported incident, recordings may be subject to erasure after thirty (30) days.

Students and employees are prohibited from tampering with the video cameras on school transportation. Students and employees found in violation of this policy will be disciplined in accordance with school district policies and may be required to reimburse the school district for any repairs or replacement necessary as a result of the tampering. In the administration's discretion, matters involving tampering with a school district video camera may be turned over to law enforcement.

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