

AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES

The Wakefield School District views safety to be the most important aspect of its transportation program. To this end, the school board has determined that camera equipment (video and audio) may be installed on the buses to monitor student behavior and assure safety for all students.

The following procedure shall be used regarding camera equipment:

1. All footage/recordings will be the property of the school district.
2. All footage/recordings will be considered confidential and are to be viewed only as provided in this policy.
3. Footage/recordings shall be reviewed only if there has been a report of an incident or a complaint relative to conduct on the school bus, and only that portion of the audio recording which is relevant to the incident or complaint shall be reviewed.
4. The parents or legal guardian of a student against whom a recording is being used as part of a disciplinary proceeding have the right to listen to and view the recording.
5. Recordings shall not be retained for more than 14 school days, unless the superintendent, or designee, determines that the recording is relevant to a bus related incident, disciplinary proceeding, or a court orders that it be retained for a longer period of time.
6. The superintendent is charged with establishing administrative procedures to address the length of ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings.

All recordings shall be retained for a period of a minimum of 7 days not to exceed 14 days, unless the superintendent determines that the recording is relevant to a disciplinary proceeding.

7. Annually, parents and students shall be advised that video and audio equipment is used on school buses to monitor behavior.
8. A notice will be posted on all buses that "this bus uses video and audio equipment to monitor student behavior."
9. Parents of a student against whom a recording is being used as part of a disciplinary proceeding shall be permitted to listen to the audio recording only. Video recordings used as part of disciplinary investigations or proceedings shall be considered an education record for purposes of the Family Education Rights and Privacy Act (FERPA). Therefore, release of video recordings will only occur pursuant to disclosure requirements of FERPA.

Legal References:

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; 34 CFR Part 99

Mr. Jason Brown, Chairperson
Mr. Nate Fogg
Mrs. Margaret Howard-Hilton
Mr. Gerald Hastings
Mrs. Janet Gagnon

Adopted by the Board: 26 March, 2007