

## VIDEO CAMERAS ON SCHOOL BUSES

### 1. Use of Video Cameras on District Vehicles Authorized

The Board of Education of the Hudson City School District acknowledges its responsibility for maintaining and fostering student discipline, and for ensuring the safety and welfare of students and staff on school transportation vehicles. Accordingly, the Board authorizes the Superintendent of Schools, on such conditions as described below, to implement the use of video cameras on District vehicles used to transport students.

### 2. Purpose of Use of Video Cameras; Additional Appropriate Use of Recordings Permitted

Specifically, the Board hereby authorizes the use of video cameras to monitor student behavior on school vehicles when such vehicles are being used to transport students to or from: school, extracurricular activities, or other programs or activities in which student participation is sponsored by the District. The recordings obtained from use shall be used as evidence in student discipline procedures. This stated purpose shall not, however, preclude the District's use of such recording for any other purpose that the Board or the Superintendent deems appropriate.

### 3. Consequences of Violation of Student Behavior Rules

Students who violate the District's bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and Code of Conduct.

### 4. Tampering with Video Cameras or Videotapes Prohibited

It shall be prohibited for any student or member not authorized to remove, or service a video camera placed on any District vehicle, to tamper with any video camera installed for use on any District vehicle. It shall be further prohibited for any person to tamper with any videotape made pursuant to this policy. Violation of either of these prohibitions shall be deemed an offense that may subject the violator to appropriate discipline.

### 5. District Compliance with Student Records Rights

The District shall comply with all applicable state and federal laws and regulations related to student records, when such recordings as may be made and used under this policy, are to be retained as part of a student's records.

**6. Secure Storage of Videotapes Required; Retention of Tapes**

Any videotape, made pursuant to this policy, shall be stored by the District in a secure manner, and access to such tapes shall be limited to persons whose use of them is consistent with the intent and purposes of this policy. Said access shall be controlled and documented in a manner determined by the Superintendent of Schools or her/his designee. Tapes made pursuant to this policy shall routinely be retained for such reasonable period of time as the Superintendent may determine, or for so long as any appropriate use of any such tape may require.

**7. Written Notice of Use of Video Cameras on District Vehicles**

Written notice of the Board's authorization to use video cameras on student transportation vehicles, and of the use for which recording made thereby may be used, shall be provided annually to every student transported by the District, and to the parent or guardian of every such student.

**8. Administrative Regulations Authorized**

The Superintendent shall have the authority to develop such procedures and regulations as may be necessary to implement this policy.

References

20 U.S.C. Sec. 1232g (Family Educational Rights & Privacy Act)

Arts & Cult. Affairs Law art. 57-A (Local Govt. Records Law)

Public Officers Law Sec. 87

Records Retention & Disposition Schedules for Use by School Districts, Schedule ED-1  
(20014, as revised)

## **VIDEO CAMERAS ON SCHOOL BUSES REGULATIONS**

**8414-R**

The following regulations shall be followed in implementing the Board of Education's policy regarding the use of video cameras on school buses.

### **1. Installation and Maintenance of Video Cameras - Responsibility of Transportation Supervisor**

Pursuant to Board authorization, the Transportation Supervisor shall oversee the installation and use of video cameras on buses and other vehicles operated by the District for use in transporting students. The Transportation Supervisor shall assure that said video cameras are maintained for regular use.

### **2. Use of Video Cameras and Resulting Videotapes by District**

Video cameras installed by the District on its student transportation vehicles shall be used to monitor the behavior of students on those vehicles when they are being transported to or from: school, extracurricular activities, or other programs or activities in which student participation is sponsored by the District. Pursuant to Board policy, the Superintendent shall have the authority to permit the use of the videotapes for other uses related to the safe and efficient operation of the District. In circumstances where the Superintendent deems it appropriate to permit such use and where such use may lead to further administrative action, she/he shall notify the Board of her/his determination to that effect.

### **3. Viewing of Videotapes**

Review of videotapes for District purposes shall be the responsibility of the Transportation Supervisor and, as required, the appropriate building principal or the Superintendent or her/his designee. Except upon the authorization of the Superintendent, viewing of any videotape created under these regulations shall be permitted only at school-related sites, which shall include the District's central administrative offices, school buildings, and transportation office.

### **4. Storage of, Access to, and Custody of Videotapes**

Storage of, management of access to, and custody of all videotapes created under these regulations shall be the responsibility of the Transportation Supervisor.

A. STORAGE. Storage of any such tape shall be in a secure, arid, locked cabinet to which the Transportation Supervisor shall restrict access to building principals, the Superintendent, and/or her/his designee.

B. WRITTEN LOG. The Transportation Supervisor shall maintain a written log of those who have had access to any such videotape. The log shall contain the date on which the recording was made, the vehicle videotaped, the name of the vehicle's driver, the date and time of the viewing of the tape, and the signature of the viewer.

C. RELEASE OF VIDEOTAPE RESTRICTED. Under no circumstances may any videotape created under these regulations be released into the custody of any person except a building principal, the Superintendent or her/his designee, except with the authorization of the Superintendent.

## **5. Retention of Videotapes**

The Transportation Supervisor shall retain each videotape created under these regulations for a period of not less than five (5) days from the day after the tape is made. Except under conditions described below, such videotapes made be released for erasure and reuse following the expiration of that period. In the event that a videotape is held for use in a matter of student discipline, or for another purpose authorized by Board policy, the tape shall be retained in its original form pending resolution, notice of which shall be provided to the Transportation Supervisor by the Superintendent or her/his designee. Upon such resolution, such tape shall either be released for erasure or retained as necessary, as part of the student's records or as a school district record in accordance with established District procedures.

## **6. Compliance with Law Regarding Student Records**

The District shall comply with the provisions of the Family Educational Rights and Privacy Act (FERPA), known also as "The Buckley Amendment," regarding student records' requirements that may apply to the District's use of video recordings. Any videotape that will be retained as part of a student's record shall be maintained in accordance with established student records procedures governing access, review and release of student and other District records.

## **7. Written Notice of Use of Video Cameras**

Written notice of the District's use of video cameras on its student transportation vehicles shall be provided annually to each child attending a District school, and to the parent or guardian of each such child. Such notice to parents and guardians shall include a copy of the Board of Education's policy in this regard, and a copy of these regulations. Notice to students shall be written in a manner readily comprehensible by the intended audience, and shall appear annually in all student handbooks.