

REEDSPORT SCHOOL DISTRICT

REGULATION: VIDEO CAMERAS ON TRANSPORTATION
VEHICLES

CODE: EEACCA-AR

Student Records

1. The district will comply with provisions of law regarding student records requirements including the Family Education and Privacy Act and the Education of All Handicapped children Act of 1975 as applicable in the district's use of video recordings. Video recordings considered for retention as a part of the student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student 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.
3. Students will not be notified when video camera is "on board" and in use on district vehicles.

Storage/ Security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be stored for 15 days after initial recording, whereupon such recordings will be released for erasure.
3. Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The tape will then be either released for erasure or retained as necessary as a part of the student's behavioral record in accordance with the established district procedures.

Use

1. Video cameras will be placed on school transportation vehicles transporting students to and from curricular or extracurricular activities at the discretion of the transportation supervisor/ superintendent.
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 the appropriate vehicle driver, transportation supervisor, school administrator, parent or guardian or student 18 or older or others as deemed appropriate by the superintendent and/ or principal.
2. Requests for viewing may be made to the superintendent and/ or principal within 5 school days of the date of recording.
3. Requests for viewing will be limited to those parents or guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the superintendent and/ or principal.
4. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
5. Approval/ denial for viewing will be made within 5 school days of receipt of request and so communicated to the requesting individual(s).
6. Video recordings will be made available for viewing within 3 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. All viewing will include the transportation supervisor and/ or school administrator.
3. 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.
4. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district student records policy and procedures.

Installation

1. Video surveillance cameras may be installed inside or on the forward bulkhead (header) above the windshield in compliance with OAR 851-53-517 (46)(a)-(f).

Purchase, Maintenance, Replacement of Equipment/ Supplies

1. The transportation supervisor along with the transportation contractor will be responsible for all video equipment and supplies purchase, maintenance and replacement.

2. The transportation supervisor along with the transportation contractor 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.

END OF REGULATION

Policy7/EEACCA-AR
ck/12/28/98