

Students

Conduct

Video Cameras on School Buses

The Board of Education recognizes the need to maintain appropriate conduct on school buses. Accordingly, the Board of Education authorizes the installation of video cameras on school buses as an aid in monitoring student behavior. These cameras produce both video and audio coverage. The tapes from these cameras will be used to assist administrators in deciding upon appropriate disciplinary action.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules

Education of the Handicapped Act of 1975, as amended.

Individuals with Disabilities Education Act.

Family Education Rights and Privacy Act.

Policy adopted: June 8, 2004

HAMDEN PUBLIC SCHOOLS
Hamden, Connecticut

Students

Conduct

Video Cameras on School Buses

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. The district will include, as a part of its notice procedures, a copy of the district's video camera policy and procedures to all students and parents.
3. Students will not be notified when video camera is "on board" and in use on district vehicles.

Staff Records

1. Video 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 in personnel handbooks that video cameras may be used on school transportation vehicles transporting students to and from curricular and/or extracurricular activities.
3. Staff will not be notified when video camera is "on board" and in use on district vehicles.

Students

Conduct

Video Cameras on School Buses (continued)

Storage/Security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be stored for seven (7) days after initial recording, whereupon such recordings will be released for erasure.
3. A video recording, which is requested 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 and/or employee's personnel record in accordance with the established district procedures.

Video Cameras on Transportation Vehicles

Use

1. Video cameras will be used on school transportation vehicles as determined by 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 or designee.
2. Requests for viewing may be made to the Superintendent or designee within seven (7) 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 or designee.
4. Approval/denial for viewing will be made within five (5) school days of receipt of request and so communicated to the requesting individual(s).
5. Video recordings will be made available for viewing within three (3) school days of the request approval.

Students

Conduct

Video Cameras on School Buses (continued)

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 and district personnel records policy, procedures and applicable labor agreements.

Legal Reference: Connecticut General Statutes]

10-221 Boards of Education to prescribe rules

Education of the Handicapped Act of 1975, as amended

Individuals with Disabilities Education Act

Family Educational Rights and Privacy Act

Regulation approved: October 22, 1996
Regulation reapproved: June 8, 2004

HAMDEN PUBLIC SCHOOLS
Hamden, Connecticut