

VIDEO CAMERAS ON SCHOOL BUSES

I. Use of Video Cameras on District Vehicles Authorized

The Board of Education of the Schodack Central 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. The Board further acknowledges that the privacy of staff and students while they are being transported on district vehicles is a justifiable concern. After due consideration of the best means for balancing these concerns, the Board authorizes the Superintendent of Schools, on such conditions as are described below, to implement the use of video cameras on district vehicles being used to transport students; and the Board directs that he or she do so in a manner that will reasonably assure that no legitimate privacy concern by any staff member or student is ignored.

II. Intent 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 intended use of the recordings obtained from using such cameras shall be as evidence in matters of student discipline. This stated intent shall not, however, be understood to preclude the district's use of any such recording for any other purpose that the Board or the Superintendent shall deem appropriate.

III. Consequences of Violation of Student Behavior Rules

Students who violate the district's bus conduct rules shall be subject to disciplinary action in accord with established Board policy and regulations governing student conduct and discipline.

IV. Tampering with Video Cameras or Videotapes Prohibited

It shall be prohibited for any student or unauthorized staff member to remove, to operate, to service, or to tamper with any video camera installed for use on any district vehicle. It shall be further prohibited for any person to tamper with or remove any videotape made pursuant to this policy except as may be authorized by Board regulations. Violation of either of these prohibitions shall be deemed an offense that may subject the violator to appropriate discipline.

Approved: 10/16/03 (1st Reading 8/21/03; 2nd Reading 9/18/03; 3rd Reading 10/16/03)

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**ADMINISTRATIVE REGULATIONS FOR
VIDEO CAMERAS ON SCHOOL BUSES**

The following regulations shall be followed in implementing the Board of Education's Policy Number 66B, the policy regarding the use of video cameras on school buses:

1. Installation and Maintenance of Video Cameras Responsibility of Facilities and Operations Supervisor

Pursuant to Board authorization, the Facilities and Operations Supervisor shall be responsible for overseeing the installation and use of video cameras on buses and all other vehicles operated by the district for use in transporting students. The Facilities and Operations Supervisor shall assure that said video cameras are maintained for regular use on said vehicles, as required.

2. Use of Video Cameras and Resulting Videotapes by District

Video cameras installed by the district on its student transportation vehicles are intended to 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. Additionally, pursuant to Board policy, the Superintendent shall have the authority to determine that another use related to the safe or efficient operation of the district, besides monitoring of student conduct, may be made of any such videotape. In circumstances where the Superintendent deems it appropriate to make another such use of any tape and where such use may lead to further administrative action, he or she shall notify the Board of his or her determination to that effect.

3. Viewing Videotapes

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

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4. Storage of, Access to and Custody of Videotapes

The Facilities and Operations Supervisor shall have custody of all videotapes created under these regulations and shall be responsible for providing secure storage of the videotapes and managing access to them. All such videotapes shall be stored in a secure and locked cabinet. Access to the videotapes will be restricted to the Facilities and Operations Supervisor, building principals and the Superintendent or his or her designee. Access shall be documented in a manner determined by the Superintendent or his or her designee.

5. Retention of Tapes

Tapes made pursuant to this policy shall be retained for the period of time designated for such records by the State Archives and Records Retention Schedule ED-1.

6. Administrative Rules and Procedures Authorized

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

Approved: 10/16/03 (1st Reading 8/21/03; 2nd Reading 9/18/03; 3rd Reading 10/16/03)

[BOE\POLICIES\VIDEO CAMERAS TRANS GUIDELINES]