

STUDENTS

Video Cameras on School Buses Video Cameras in School Facilities

The Regional District 13 Board of Education recognizes the District's continuing responsibility to maintain and improve discipline and to ensure the health, welfare and safety of its staff and students on school transportation vehicles and elsewhere on school facilities.

The Board of Education, after having carefully weighed and balanced the rights of privacy of students and staff with the District's duty to ensure discipline, health, welfare and safety of staff and students, supports the use of video cameras on its transportation vehicles and elsewhere in school facilities when appropriate. These cameras produce both video and audio coverage.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities and under other circumstances in which the Superintendent of Schools has determined that the use of video monitoring is in the best interests of the students and the school system.

The tapes from these cameras may be used to assist school administrators in regulating student conduct, or for other appropriate purposes as determined by the Superintendent or his/her designee. Students in violation of District conduct rules shall be subject to disciplinary action in accordance with established Board of Education policy and administrative regulations governing student conduct and discipline.

The District shall comply with all applicable state and federal laws related to video recordings, including but not limited to those relating to student records. Such records will also be subject to established District student records procedures including retention, access, review and release of such records.

The Superintendent shall develop procedures for the notification of staff, students, parents and others as necessary of these video cameras on school transportation vehicles and school facilities, and such other procedures as may be required for the implementation of this policy.

Legal Reference: CT General Statutes 10-221 Boards of Education to prescribe rules
10-233d(a)(3) Expulsion of Pupils

Individuals with Disabilities Education Act, 20 U.S.C. Sec. 1400, et seq.

Family Education Rights and Privacy Act, 20 U.S.C. Sec. 1232g

Office of the Public Records Administrator, Retention Schedule
M1-General Administration Records, available at
<http://www.cslib.org/publicrecords/retschedules.htm>

Office of the Public Records Administrator, Retention Schedule
M8-Education Records, available at
<http://www.cslib.org/publicrecords/retschedules.htm>

Policy Adopted: February 13, 2002

Policy Revised: February 22, 2012

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Student Records

1. In using video recordings the District will comply with provisions of law regarding student records requirements, including the Family Education Rights and Privacy Act and the Individuals with Disabilities Education Act. Video recordings considered for retention as part of the student's behavioral record will be maintained in accordance with established student record procedures governing retention, 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 and in other school facilities. The District will include as part of its notice procedure to all students and parents a copy of the District's video camera policy and procedures.
3. Students will not be notified when a video camera is "on board" and in use on District vehicles or District facilities.

Storage/Security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be retained and destroyed as prescribed by law.
3. A video recording which is relevant to a disciplinary incident will be retained in its original form in accordance with the appropriate retention schedule for such records.

Use

1. Video cameras will be used on school transportation vehicles and elsewhere as determined by the Superintendent or his/her designee.
2. The use of video camera equipment on school grounds and other District property shall be supervised and controlled by the Superintendent or his/her designee.
3. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

Viewing Requests

Requests for viewing video recordings will be permitted, in accordance with the law. Any requests for viewing must be made to the Superintendent.

Viewing

1. Actual viewing will be permitted at school related sites only, including the schools, District office or as otherwise required by law.
2. Authorized officials of the District may access and view videotapes as needed to fulfill their professional responsibilities, in accordance with applicable laws.
3. All viewing will include the Superintendent or his/her designee.
4. A written log will be maintained of those viewing video recordings when required by law.
5. 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.

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