

Video Cameras on Transportation Vehicles

Student records

1. The district shall comply with applicable state and federal law regarding student records requirements in the district's use of video recordings. Video recordings considered for retention as part of a student's behavioral record will be maintained in accordance with the district's student record procedures governing access, review and release of student records.
2. The district will include a notice in parent/student handbooks that video cameras may be used on school vehicles transporting students to and from school or extracurricular activities.
3. Parents/guardians and students will not be notified when a video camera is on board and in use on a district vehicle.

Storage/security

1. All video recordings will be stored and secured to ensure confidentiality.
2. Video recordings will be stored for a minimum of five days after initial recording, whereupon if no reason for continued storage is known to the district such recordings will be released for erasure.
3. Video recordings held for review of student incidents will be maintained in their original form pending resolution. Video recordings then will either be released for erasure or retained as necessary in accordance with applicable Board policy and district regulations.

Use

1. Video cameras will be used on all school vehicles transporting students to and from school or extracurricular activities at the discretion of the director of transportation.
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 bus driver, transportation supervisor, school administrator, parent/guardian or eligible student (18 years of age or older), or others as deemed appropriate by the principal.
2. Requests for viewing may be made to the principal within five school days of the date of recording.

3. Requests for viewing will be limited to those parents/guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the principal.
4. Only the portion of the video recording concerning a specific incident will be made available for viewing.
5. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual.
6. Video recordings will be made available for viewing within three school days of the request approval.

Viewing

1. Actual viewing will be permitted only at school-related sites including the transportation office, school buildings or central administrative offices.
2. All viewing will include the transportation supervisor and/or building principal.
3. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, vehicle video-taped, name of driver and signature of the viewer.
4. Video recordings will remain the property of the district and may be reproduced only in accordance with applicable law and Board policy and regulations.

[Revised June 2017]

Lake County School District R-1, Leadville, Colorado