

## USE OF VIDEO CAMERAS ON SCHOOL BUSES

The Board requires the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras shall be used on buses used for transportation to and from school, field trips, curricular events, and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

### STUDENT RECORDS

The content of the videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the Superintendent, Student Services administrator, building principal, transportation director, bus driver, and special education staffing team. A videotape recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the videotape becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

### NOTICE

The school district will annually provide the following notice to students and parents/guardians:

The Waterloo Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior on the school buses to promote and maintain a safe environment. Students and parents/guardians are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents/guardians may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child in accordance with district policy. The building administrator will have the authority, if additional authority is needed, to determine permission for viewing. The Executive Director of Student Services may be contacted for further guidance.

The following notice will also be placed on all school buses that may be equipped with a video camera:

You may be monitored by video and audio surveillance system.

### REVIEW OF VIDEOTAPES

The school district shall review videotapes when necessary as a result of an incident reported by a bus driver or student. The videotapes may be recirculated for erasure after 2 weeks.

### POLICY

Viewing of videotapes is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the videotapes stating the time, name of individual viewing, and the date the videotape was reviewed.

## CONDUCT

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation shall be disciplined in accordance with the school district discipline policy and Student Conduct Code and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Legal Ref.: Code of Iowa 613.16

Cross Ref.: 504.3 Student Conduct Code

ADOPTED: 10/10/94  
3/22/00

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