

USE OF VIDEO CAMERAS ON BUSES

BARABOO SCHOOL BOARD POLICY

751.21

The use of video cameras on buses is authorized for the express purpose of maintaining order, preventing vandalism or other illegal activities and ensuring that all students have a safe and positive experience while riding on the bus.

Parents shall be notified that video cameras are being used on buses at the start of each school year, through written communication in the parent/student handbook. In addition, a sign will be posted in the front of each bus indicating that video cameras may be in use.

The District recognizes the confidentiality of student records pursuant to Wisconsin and federal law. The District further recognizes that any videos created are student records and subject to the protection of Wisconsin and federal pupil records laws. As pupil records, these videos are confidential and disclosure or review is limited to those persons authorized by law to inspect pupil records.

Videos shall be maintained by the contracted bus company in a safe and secure location. The videos shall be maintained confidential by the contracted bus company, as agents for the District, consistent with applicable Federal and State laws. Current data is stored on a hard drive and will be maintained for a period of time before it is erased by new data. If there are no reported bus problems pertaining to the date a video was recorded, the contracted bus company may allow the system to continue. If problems arise the contracted bus company will transfer data to a storage system for future use.

Access to and use of videotapes shall be limited as follows:

1. When needed, video shall be maintained under the control of the building principal, who shall limit viewing of video to the purpose of documenting the incident for which a student is being disciplined. Viewing of the video shall be restricted to personnel necessary for the purpose of documentation and disciplining.
2. Any disciplinary action arising from administrative review of recorded data shall be in strict accordance with District policy and state and federal regulations.
3. Recorded data used for disciplinary purposes shall remain under the control of the administrator involved in the case and granted permission for specific use. The recorded data shall be kept in a secure locked place until all disciplinary appeals have been

exhausted. Recorded data may not be released from administrative control, and shall be managed as “confidential” consistent with statutory student records protocol. A record shall be kept documenting the case, the date, and the names of all permitted individuals reviewing the recorded data.

4. The video shall not be available for viewing by the general public. Building principals and/or District Administrator may authorize other individuals, such as school counselors, school psychologists or social workers, to view segments of the videotape if:
 - a. Such individuals are working with the student on the video because of behavior, emotional or learning problem; and
 - b. Viewing the video would be beneficial to their role in assisting the student.
5. Use of any video by the contracted bus company shall be by permission of the District Administrator or Director of Business Services and shall be limited to viewing by representatives of the contracted bus company and the bus driver involved.
6. Final release for re-use of any video held for the purpose of documenting a problem will be authorized by the District Administrator.

LEGAL REF: Sections 118.125, 120.13(1), 121.52(2) Wisconsin Statutes

CROSS REF: 347 Student Records
347-Rule, Student Records
447.3 Student Suspensions
447.4 Student Expulsions
751 Student Transportation Services

ADOPTED: January 22, 1996

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July 28, 2014