

E13: VIDEO AND AUDIO RECORDING ON SCHOOL BUSES

Policy

The member district schools of the Washington West Supervisory Union: Fayston Elementary School, Harwood Union High School, Moretown Elementary School, Waitsfield Elementary School, Warren Elementary School, and the Waterbury/Duxbury Union School District (Crossett Brook Middle School and Thatcher Brook Primary School) recognize that all students should have a safe, orderly and positive learning environment including the school bus. The WWSU authorizes the use of video/audio recording equipment by the district on selected school buses to assist in providing a safe and secure environment for all passengers. This authority shall extend additionally to all vehicles owned or contracted for the transportation of WWSU students. The supervisory union authorizes the Superintendent of Schools and the Principal of each school to establish and maintain guidelines and procedures for the retention and viewing of the recordings.

Procedures

1. Communication/Notice: The presence of recording equipment on a bus/vehicle shall be announced by notice of this policy given annually in student/parent handbooks. The Transportation Coordinator will provide annual notice to all bus drivers.
2. Confidentiality: All recorded "footage" is to be considered confidential and is to be viewed only on an "as needed" basis by those individuals authorized herein.
3. Custody: Recordings shall be stored in a secure location by the appropriate official. This custody shall not be delegated to any bus/vehicle driver.
4. Authorization of the Review of Recordings: Recordings can only be reviewed by the direct authorization of the Superintendent or her designee and in the presence of a WWSU principal and/or the Superintendent.
5. Retention
 - a. The cameras utilize digital media for recording. Recordings shall be retained for 30 days from the date of recording. After the *30 school-day* holding period, and if no request has been made to view a recording (as provided below), the recording may be deleted, destroyed, or the media reused.
 - b. If a notable incident is identified by any of the drivers, passengers, parents or administrators related to the incident, the transportation coordinator should be notified and the relevant digital media will be removed from service. The recording is to be kept until the final resolution, including appeals. Recordings that become documentation in a case with findings will be kept indefinitely.

6. Viewing

- a. Requests to view recordings must be made directly to the transportation coordinator and only by the Superintendent or designee.
- b. Recorded information may be monitored by authorized personnel only on a random or non-random basis and as deemed necessary and prudent to ensure the safety and security of students, staff visitors and Board property.
- c. Recordings shall be viewed only in the presence of the Principal or designee unless the Principal, or designee, specifically grants express written permission prior to the viewing.
- d. Recordings shall be viewed only by the following or others expressly authorized by the Principal or designee:
 - Superintendent or designee
 - Transportation coordinator
 - Principal
 - Other school personnel as authorized by administration
 - Bus drivers as authorized by administration

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Legal Reference(s):
Cross Reference: