

SECTION 606 USE OF VIDEO CAMERAS ON SCHOOL BUSES

Portage Community School District approves the use of video cameras to record student conduct on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the school bus. This will allow the driver to focus on the driving of the bus, providing safer transportation for district students.

The District will attempt to notify parents at the beginning of the school year via inclusion in its student handbooks that video cameras are being used on the buses. Notification may also take the form of an advertisement in the official publication of the District. A sign shall be placed at the front of each bus indicating that video cameras are being used on the bus.

Only the transportation director, bus drivers, principals, board members and the district administrator shall be authorized to view the videotape for the purpose of documenting student misconduct and determining which student(s) may be involved. Disciplinary action may be taken with students based on a video documentation.

In disciplining a student based on the viewing of a videotape, the District shall adhere to the following provisions:

1. Reference 118.125(2) (b)
2. Only adult students (those at least 18 years old) and the parents/guardian of minor students can have access to the videotape. **Minor students cannot have access to the videotape.** Access is not intended to permit an adult student or parent/guardian to remove the videotape from the premises of the District. Rather, all viewing shall be done with the business administrator or administrators designee in attendance.
3. If more than one student is identifiable in a given frame or series of frames, neither the student to be disciplined (regardless of age) or their parent/guardian will be able to view the tape unless:
 - a. the tape can be edited or altered so as to render all other students unrecognizable or;
 - b. written consents are obtained from the other adult students and the parents/guardians of the other minor students. Consents must be signed, dated and must specify the records to be disclosed, the purpose of the disclosure and the party or parties to whom disclosure may be made.

The videotapes will not be available for viewing by the public in general, employees in general, media or other individuals. The district administrator or transportation director may authorize a teacher or school guidance counselor, social worker, school board members, transportation committee members, or other pupil services professionals to view segments of a specific tape.

If there are no bus problems pertaining to the date a videotape was taped, the videotape may be erased or reused after three(3) student school days or ten (10) calendar days, whichever occurs first.

1st Reading - June 12, 1995
2nd Reading - June 26, 1995
Approved - June 26, 1995
Amended - April 12, 2004