

ELECTRONIC SURVEILLANCE ON SCHOOL BUSES

The safety and personal security of students being transported on District school buses is the primary concern of the District's transportation program. The school bus driver has direct responsibility for maintenance of a safe and secure environment for students riding the bus. Since the driver must operate the bus and monitor the activities of the students on the bus, there may be occasions when it is prudent to augment the driver's observation by installing electronic surveillance devices on the bus.

The following directives will apply to the use of electronic surveillance on the District's school buses:

- All District buses/vans may be equipped with electronic surveillance devices.
- Electronic surveillance may be authorized by any District or SAU administrator either a) selectively on buses when there are known or suspected safety or security problems, or b) randomly to permit evaluation of daily operational conditions across the bus fleet.
- Tapes created by surveillance devices will be handled as "personal and confidential" materials, and safeguarded to protect the privacy of students and staff. The school administration will catalog and maintain custody of the tapes, and will oversee the placing of the surveillance devices, and the replacement of tapes, on the buses, as needed.
- Tapes will be viewed strictly on a need-to-know basis, and access will ordinarily be limited to the Principal, the Assistant Superintendent for Business, or a school employee designated by the Principal or the Assistant Superintendent. In cases where the tapes are used as evidence in a disciplinary or legal process, the parents of the involved student(s) will be permitted to view the tapes. In cases where the tapes are needed to investigate an alleged violation of the law, the District will cooperate fully with local law enforcement agencies. In cases where the tapes are needed to evaluate the performance of a bus driver, the bus contractor will be permitted to view the tapes.
- Tapes not needed for review or evidence will be erased after ten (10) school days.
- A sign reading "Video Camera May be in Operation" shall be placed on each bus/van notifying all students that the video monitoring camera may be in use on the bus/van.

- ADOPTED: Norwich 7 October 1999

Date rec'd. _____ By: _____

Date access authorized _____ By: _____

Date of actual access _____ By: _____

Filed and recorded by _____ By: _____