

AUDIO & VIDEO SURVEILLANCE ON DISTRICT TRANSPORTATION PROCEDURES AND GUIDELINES

Audio and video surveillance on district transportation shall only be used to promote order, safety and security of students, staff and others who ride on Wakefield School District buses and vans.

Inasmuch as the Wakefield School Board authorizes the use of audio and video surveillance equipment to be used on district transportation, the following guidelines and procedures will be used to implement the Audio & Video Surveillance in district transportation policy.

Policy Guidelines

While video recordings are routinely used,

The use of audio/video recordings from surveillance equipment shall be subject to the policies of the Wakefield School District including and concerning the confidentiality of student records, as well as staff personnel records.

Audio recordings are only authorized provided a reasonable cause has been demonstrated and use is pre-approved by the superintendent.

The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Audio/Video recordings are the property of the Wakefield School District.

Policy Procedures

1. All audio/video recordings will be considered confidential and is to be viewed only on an “as needed” basis as determined by the superintendent or designee, including but not limited to the business administrator, principals, parents, and if necessary, local law enforcement, to serve as an aid in determining and redressing inappropriate student or staff member behavior on district transportation.
2. The driver of district transportation is responsible to maintain control of the bus or van and will continue to intervene anytime a student’s behavior threatens his/her safety and/or the safety of the other students.
3. The school district business administrator will establish the operational schedule of surveillance on school transportation in cooperation with the district transportation coordinator.
4. Audio or video recordings from surveillance equipment installed on district transportation can only be retrieved by the transportation coordinator.
When a violation of bus conduct occurs, the recordings will be retrieved by the transportation coordinator and delivered to the school district business

Mr. Stephen Brown, Chairperson
Mr. Relf Fogg
Mrs. Bonnie Cyr
Mr. Robert Ouellette
Mrs. Norma Joy

Adopted by the Board: 26 March 2007
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administrator or his/her designee.

5. The recordings will be reviewed by the following persons only after authorization is granted by the superintendent or his/her designee, business administrator, building administrator, law enforcement officers, transportation coordinator official. Recordings shall be viewed only in the presence of the superintendent or his/her designee unless otherwise expressed in writing to the business administrator using the Access Request Form prior to the viewing.

6. If disciplinary action occurs as a result of audio or video recordings, the student's parent/guardian, may request, in writing using the Access Request Form to the business administrator within five (5) days, to review this information with the appropriate personnel.

7. The transportation coordinator is responsible for storing all recorded media in a secure location limiting access per district policy.

8. Audio/video recordings that is not necessary for ensuring appropriate discipline will be retained for a period not more than ten (10) days after removal from surveillance devices.

See EEAA, JICC, JICC-R

Appendix A: Audio/Video Surveillance Monitoring on School Bus Access Request

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

Mr. Stephen Brown, Chairperson
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AUDIO/VIDEO SURVEILLANCE MONITORING ON SCHOOL BUS ACCESS FORM

The undersigned hereby requests approval to view the following recorded information from

Bus # _____.

Date of Incident: _____ Name of Student(s): _____

Type of recording: _____

Specific data requested: _____

Reason for obtaining this information: _____

Confidentiality Clause

I hereby covenant, warrant and agree that I will not transfer any information to another person, agency, institution or otherwise use the same without the WRITTEN CONSENT OF THE PARENTS or STUDENTS, IF SAID STUDENT IS OVER 18 YEARS OF AGE, unless subject to a subpoena to do so.

Print name and title

Date

Signature

FOR SCHOOL USE ONLY

Date Received: _____ By: _____

Date Access Authorized: _____ By: _____

Date of Actual Access: _____ By: _____

Date Filed in Records: _____ By: _____

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