

## **Auxiliary Services**

### Series 700

Policy Title Use of Recording Devices on School Bus Reg. Code No. 702.7R1

The board supports the use of recording devices on school buses as a means of monitoring and maintaining a safe environment for students and employees. Recording devices may be used on buses used for field trips, curricular and extracurricular events, and for transportation to and from school. The contents of the recordings may be used as evidence in a student disciplinary proceeding.

#### **Student Records**

The content of the recordings is a student record, subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the recordings. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, director of operations, bus driver and special educational staffing team. A recording made during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the recordings becomes the subject of a student disciplinary proceeding, it may be treated like other evidence in the proceeding.

#### **Notice**

The school district will annually provide the following notice to students and parents:

**The Pleasant Valley Community School District Board of Education has authorized the use of recording devices on school district buses. The recording devices will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the recordings may be used in a student disciplinary proceeding. The content of the recordings is a confidential student record and will be retained with other student records. Recordings will be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view recordings of their child if the recordings are used in a disciplinary proceeding involving their child.**

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The following notice will also be placed on all school buses equipped with recording devices:

**This bus is equipped with a video/audio monitoring system.**

### **Review of recordings**

Viewing of recordings is limited to individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the recordings stating the time, name of individual viewing and the date the recording was viewed.

### **Student Conduct**

Students are prohibited from tampering with the recording devices on the school buses. Students found in violation of this regulation shall be disciplined in accordance with the school district discipline policy and Good Conduct Rule and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.